AARHUS UNIVERSITY

Guide to the Faculty of Science

SCIENCE

A guide for international students,
PhD students, researchers and visitors
Faculty of Science
Aarhus University, Denmark
2009

This booklet targets both students and researchers applying for study or work at the Faculty of Science, Aarhus University. The target group includes exchange students, guest students, Master's and PhD students and postdoctoral scholars (researchers/employees), as well as research assistants and short-term visitors. Bachelor's degree programmes are not included because these programmes generally require Danish proficiency and are therefore not usually followed by international students.

How to use the booklet: Look at the type of applicant/visitor you are - exchange student, guest student, Master's student, PhD student/researcher or short term visitor. The information under the heading "All" applies to students, researchers and visitors.
The information under the heading "All students" applies to exchange students, guest students, Master's and PhD students.

In some cases, we have added the Danish words for specific expressions in italics.

The information in this booklet is subject to change. Always use the web pages to double check facts, figures and other important information.

Text: The International Secretariat/Anne Pletschette Langer
Faculty of Science/Annika Büchert Lindberg
Layout: Sarah Starheim/Anne Pletschette Langer
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Table of contents

Welcome 4

The Faculty of Science 5

How to apply 6

Application procedure 6
Grants and scholarships 8
Tuition fees 9

Planning your stay in Aarhus 10

Residence and work permit 10
Cancellation of residence and work permit if you do not stay in Denmark 12
Work 12
Visa (stay of less than 3 months) 12
Insurances 12
Accommodation 14
Bringing your family 15
What to bring with you 16

Arriving in Aarhus 17

State administration 17
Civil Registration Number (CPR number) 17
Choosing a doctor 18
Tax registration 19
Opening a bank account 20
Car registration 20

Arriving at Aarhus University 20

Self-service 20
Mentors 21
Student card or key card 21
Orientation day 21
Aarhus Student House (*Studenterhus Århus*) membership 21

Studying and working at the Faculty of Science 22

Academic calendar 22
Public holidays 22
Registration for courses and examinations 22
Study methods 24
Language of instruction 24
Libraries 24
Services 24

Living in Aarhus **26**

Changing address when living in Aarhus 26
Cultural events 26
Going out 26
Libraries 26
Money and banking 27
Postal, phone and Internet services 27
Sports 28
Transportation in Aarhus and Denmark 28
Weather 29

Language and culture courses **30**

Denmark Today / Destination Denmark 30
Danish courses for international staff and their partners 30
Other language courses 30

Danish culture **31**

A down-to-earth people 31
Democracy 31
Danish humour and *hygge* 31
Friends and acquaintances 31

Travelling to Aarhus **32**

By air 32
By train 32
By bus 32

Leaving Aarhus **33**

Things to remember when leaving Aarhus 33
Notify the National Registry Office 33
Order or print transcript of records 33
Danish Green Card scheme / When to leave Denmark 33
Pension continuation / payment 34
Clarify tax issues 34
Notify school and childcare facilities 34
What to remember when moving out 34
Car out of Denmark 34

Important addresses **35**

Useful links **36**

Welcome

The Faculty of Science, Aarhus University, Denmark, is pleased to welcome all international visitors to our faculty. We are proud that you have decided to continue your studies or career here, and have thus chosen to be an active player in our stimulating and inspiring environment.

Research is the focal point at the Faculty of Science. We have world-class research centres along with our classic departments, where we conduct research of a high international standard. Attracting funds to the faculty ensures a continued increase in the number of PhD scholarships and postdoctoral positions available.

The Faculty of Science pursues the highest quality in all our degree programmes, and research-based education is a key feature. Because our researchers are also lecturers, they communicate their latest findings to students as an integrated part of all programmes. We can therefore provide up-to-date education in the fastest-developing fields of science.

Internationalisation is a natural component of all our activities. At Faculty of Science all graduate training is conducted in English. Your active involvement in our environment will broaden the discussions, bring new ideas forward and contribute to surprising solutions to troubling problems. Due to the informal atmosphere at the faculty, you are just as likely to have discussions with the professor, visiting lecturers or students.

Once again we would like to welcome you to Faculty of Science. We hope that this guide will answer the majority of questions you might have, when you settle in -if not, do not hesitate to ask. The university administration at all levels is here to help you.

Dean Erik Meineche Schmidt, Faculty of Science

Facts about the Faculty of Science	
2008 figures	
Bachelor's students	2340
Master's students	1110
PhD students	430
Academic staff	460

The Faculty of Science

Research is the backbone of the activities at Aarhus University. At Faculty of Science this research is anchored in our nine departments and 30 highly specialised research centres including the interdisciplinary Nanoscience centre – iNANO. Our nine departments cover the following academic fields: biological sciences, chemistry, computer science, earth sciences, mathematical sciences, molecular biology, physics and astronomy, science studies and sports science. The Faculty of Science has approximately 3,500 Bachelor's and Master's students and 400 PhD students.

Read more at www.science.au.dk

In 2008, the faculty offers 16 Bachelor's degree programmes in science and 23 Master's degree programmes in science and engineering. The courses offered at Master's level are taught in English, whereas Bachelor's degree programmes generally require Danish proficiency.

Read more at www.au.dk/studyguide

PhD programmes are offered in 18 fields through the PhD school - Aarhus Graduate School of Science, AGSoS.

Read more at www.science.au.dk/en/PhD

How to apply

Application procedure

Exchange students

Online guidance regarding applications for exchange students, Master's and guest students is available at www.au.dk/en/admission. All student exchange at Aarhus University is coordinated by the International Secretariat (IS). Once you have been nominated by your home university, you can apply to study at the Faculty of Science by completing the online application on the IS homepage: www.au.dk/en/is/application/apply. You can follow the status of your application online via the online self-service tool.

Application deadline: **1 November for study start end of January**
1 June for study start end of August

Master's students

The application process, requirements and application form can be found on the university web site: www.au.dk/en/admission/master/asceskem.htm

Application deadline: **15 March for study start end of August**

Master's degree programmes in engineering have separate application deadlines. Please see www.agse.dk for these deadlines.

Applicants from the EU and the EEA countries, and applicants who have a residence permit for Denmark, may forward additional documents until 1 July.

Before sending your application, make sure that you have included all required documentation, because the faculty reserves the right to evaluate you on the available material when the deadline has passed and will not necessarily ask for further documentation.

PhD students

Use the electronic application facility to apply for PhD education at the Aarhus Graduate School of Science (AGSoS) on www.science.au.dk/en/PhD. To gain access to this facility you need to create a personal profile as a user via the Aarhus University self-service tool.

Application deadlines in 2009: **1 February**
15 April
1 August
15 October

You can find information about the application process and requirements, as well as a link to the online self-service tool in the Applicant's Guide on the faculty homepage:
www.science.au.dk/en/PhD/guide
It is important to include all required documentation in your application.

Specific application calls can also be found on the faculty homepage under PhD Studies.

Guest students

If you are a student studying on an individual basis for a quarter/semester or a year as part of your degree at your home university, you can submit your application throughout the year. However, we recommend that you apply at least three months before the beginning of the period of study, which is the end of August (autumn term) or end of January (spring term).

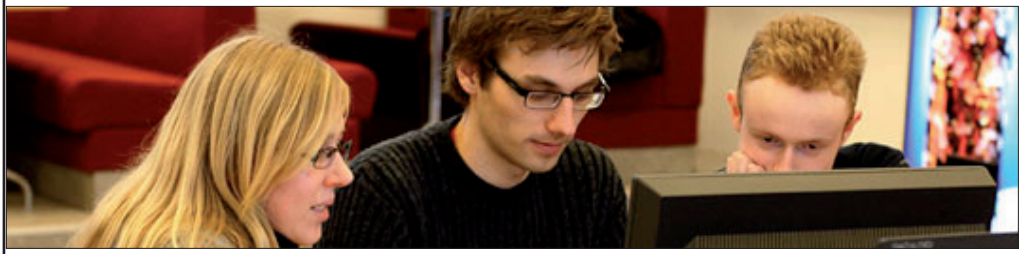
www.au.dk/welcome/guest/howtoapply

Postdoctoral scholars, associate professors and professors

Postdoc positions and other positions at the Faculty of Science can be found at www.science.au.dk under 'Positions and fellowships'.

All applicants

If your application is successful, you will receive an official Letter of Admission/Letter of Employment as a student/researcher. The Letter of Admission/Letter of Employment is necessary documentation if you need to apply for a residence permit or a visa.



Language requirements for Master's and PhD courses

Since English is the language of instruction in most subjects, Aarhus University is trying to ensure that no student from overseas begins a course without a sufficient command of English. For students whose first language is not English, minimum scores in one of the standard language tests (IELTS, TOEFL or similar) are therefore a requirement for admission.

Grants and scholarships

Exchange students

As an exchange student at the Faculty of Science you can apply for top-up and travel grants to support your stay in Denmark. There are certain requirements regarding nationality and assigned period of studies, which you can see on the International Secretariat homepage: www.au.dk/en/is/

Application deadlines for all grants: 15 September for study start end of August
15 February for study start end of January

www.au.dk/en/is/application/grants

Master's students

EU/EEA students

Master's students from the EU/EEA should be able to support themselves. The university does not offer scholarships for EU/EEA students.

www.au.dk/en/admission/master/asceskem.htm

Non-EU/EEA students

Aarhus University administers a few scholarships (Danish state scholarships) for students enrolled in a Master's programme. The scholarships include a tuition fee waiver and living costs of approximately DKK 7,100 per month for the duration of the Master's programme (2 years). Students cannot apply for a scholarship, but can be nominated for one. Only non EU/EEA students can receive a scholarship.

www.au.dk/en/admission/master/asceskem.htm

PhD students (all nationalities)

PhD students can apply for scholarships and tuition free enrolment when applying for admission to the PhD programme. PhD students without a Master's degree are awarded a PhD scholarship, whereas PhD students with a Master's degree receive at PhD fellowship. Read more about the two types of financial support at www.science.au.dk/en/PhD.

If you are a PhD student with foreign financial support, you need documentation of the support you will receive during your stay in Denmark when applying for admission and for your residence and work permit.

Postdoctoral scholars

Research fellowships are offered by private foundations and public research committees.

Danish Agency for Science, Technology and Innovation: fi.dk/site/english

Tuition fees

Exchange students

Exchange students from the EU/EEA countries can study at Aarhus University without paying tuition fees. Non-EU/EEA exchange students on a bilateral exchange programmes and students with a permanent residence permit in Denmark are not required to pay tuition fees.

Master's and guest students

EU/EEA students

Students from EU/EEA countries can study at Aarhus University without paying tuition fees.

Non-EU/EAA students

Non-EU/EEA applicants are required to pay tuition fees. These tuition fees apply to regular students and guest students only - and not students on a bilateral exchange programme and students with a permanent residence permit in Denmark.

The annual tuition fees for students enrolled in a Bachelor's or Master's degree programme at the Faculty of Science are EUR 15,300 a year (60 ECTS credits).

The tuition fees are payable by biannual instalments.

Books and other course materials are not included in the tuition fees.

The faculty can nominate excellent students for scholarships (the Danish state scholarship) and tuition-free enrolment. Students cannot apply directly for scholarships and tuition fees, but must be nominated.

PhD students (all nationalities)

PhD students can apply for scholarships and tuition free enrolment when applying for admission to the PhD programme. PhD students awarded a PhD scholarship from the Faculty of Science or external sources through the faculty also have their tuition fees covered.

Tuition fees, running costs and overheads for a PhD student amount to EUR 16,100 (DKK 120,000) per year. Self-financed students or students on external scholarship programmes must pay tuition fees and be self-supporting. See also information on residence and work permit.

www.science.au.dk/en/PhD

Planning your stay in Aarhus

Before arrival

- Residence and work permit, visa
- Insurances (health and other)
- Accommodation and hotel bookings (temporary housing)
- Bringing your family
- What to bring with you

Residence and work permit

All

Your work permit is included in your residence permit. Rules regarding residence permits and/or work permits can change. You should therefore always consult the following web site: www.newtodenmark.dk.

The information below only gives a brief introduction to the application procedure. Applicants are divided into nationalities first, and hereafter into students and researchers (including PhD students), respectively, if necessary.

Nordic citizens (students and researchers)

If you are a Nordic citizen, you are free to enter, reside, study and work in Denmark. You do not need a visa, residence or work permit.

EU/EEA citizens (students and researchers)

If you wish to stay in Denmark for longer than three months, you must apply to the State Administration for Central Jutland (*Statsforvaltningen*) for proof of registration. You should submit your application no later than three months after entering Denmark. For more detailed information, please go to: www.newtoDenmark.dk under EU and Nordic citizens.

If you are an exchange student coming to Denmark, you can get the necessary application form and instructions when you register at the International Secretariat. Please note that a representative of the State Administration for Central Jutland will also be at the university at the beginning of the term to receive your application.

Other foreign citizens (stay of more than 3 months)

If you plan to stay in Denmark for more than 3 months, you need to obtain a residence permit, which is valid for the prescribed period of your studies/work in Denmark. The application form is available on the Danish Immigration Service web site or at your local Danish embassy or consulate. The form consists of two parts. The University of Aarhus initiates the application process by completing part 2 of the application form. The following steps are not the same for students and researchers.

Other foreign citizens - students (exchange, Master's and guest students)

Students must use the ST1 application form when applying for a residence and work permit. The application form is available at www.newtodenmark.dk under Coming to Denmark>Studies>How to apply.

The university sends you the form. If you have received a Danish state scholarship, the university will give this information to the Danish Immigration Service. If you are liable to pay tuition fees, you need to enclose documentation for the payment of tuition fees with your application.

You must send your application to the Danish diplomatic mission in your country. You must apply for a Danish residence permit before you leave for Denmark. Apply at least 3 months prior to arrival.

Other foreign citizens - PhD students, researchers and research assistants

PhD students, researchers and research assistants must use the ST2 application form when applying for a residence and work permit. The application form is available at www.newtodenmark.dk under Coming to Denmark>Work>Researchers.

The university sends the original ST2 form directly to the Immigration Service. You receive a copy or a scanned file of the ST2 form and must subsequently complete part 1 of the form, attach the required documents, and submit the entire application to a Danish diplomatic mission in your country of residence. You must apply for a Danish residence and work permit before you arrive in Denmark. Apply at least 3 months prior to arrival.

Proof of financial support

Please be aware that the Danish immigration authorities require documentation of your ability to support yourself financially during your stay.

Master's students

You need to show evidence that applicable tuition fees have been paid, or that you have the adequate finances to cover the payment.

PhD students, researchers and research assistants

You are required to submit your employment letter or offer of employment, including terms of employment and salary agreement, or your letter of invitation to the Danish Immigration Authorities. See www.newtodenmark.dk > work> researchers > application form ST2

Active study requirements

All students

It is a condition for the residence permit that you are active and enrolled in an educational programme. If this is not the case, the Immigration Service can revoke your residence permit. The educational institution is obliged to inform the Immigration Service if you are not actively following the educational programme.

www.newtodenmark.dk under Coming to Denmark>Studies>Higher educational programmes.

If you have not received your residence/work permit before arriving in Denmark

Exchange students (non-EU/EEA residents)

Contact the International Secretariat as soon as you arrive. You will be asked to present documentation proving that you have applied for a residence permit in due time.

Master's or PhD students/ researchers (non-EU/EEA residents)

You can also submit your application to the Service Centre of the Immigration Service, or the local police. We do not recommend this due to the long expedition time.

Cancellation of residence and work permit if you do not stay in Denmark

All

If you remain outside Denmark for a longer period of time, your residence and work permit will be annulled. This happens if you give up your residence in Denmark or if you stay outside Denmark longer than 6 months (or 12 months if you have been in Denmark for more than 2 years). You MUST apply for dispensation from having your residence and work permit cancelled BEFORE you leave Denmark. The application form (BF1 – *ansøgning om dispensation fra bortfald af opholdstilladelse*) is currently only available in Danish. Therefore please contact your employer/supervisor or the PhD office to get help and more information.

Work

Exchange, Master's and guest students

As a foreign student studying at a university you are entitled to work 15 hours a week, as well as full-time during the months of June, July and August.

PhD students, researchers and research assistants

You can work full-time in Denmark as soon as you have received your residence and work permit. If you are a Nordic citizen, you can work without a permit. Please consult www.newtodenmark.dk if you are an EU/EEA citizen.

The job card scheme

There is a shortage of labour within the field of natural science, and it is therefore easier for researchers to get a work permit. This means that, as a researcher, you may be immediately eligible for a work permit, and processing your application does not usually take more than 30 days. Contact the Danish Immigration Service for further information.

www.newtodenmark.dk

Visa (stay of less than 3 months)

If you wish to visit Denmark for less than 3 months, you must obtain a visa prior to entry if you come from a country with a visa requirement for entering Denmark.

If you wish to reside in Denmark for an extended period of time (more than 3 months), you must apply for a residence permit. This means that you do not need an additional visa to work or study in Denmark for a period longer than 3 months, provided you have a residence and work permit. You can find a list of countries whose citizens require a visa to enter Denmark here:

www.nyidanmark.dk/en-us/coming_to_dk/visa/visa.htm

Insurances

Health insurance

Everyone residing in Denmark has the right to health insurance services as well as hospital assistance. Read more about the coverage at www.workindenmark.dk/Public_health_insurance/0/4/0

The yellow health insurance certificate (*sygesikringsbevis*) is your documentation that you are entitled to health insurance services. The certificate shows your name, address and CPR number.

Nordic and UK citizens

You are automatically covered by the Danish Health Security Act. If you plan to stay longer than 6 months, you need to bring your passport and you social security number from you home municipality when registering at National Registry Office (*Folkeregisteret*). www.studyindenmark.dk

EU/EEA citizens

You are covered by the Danish Health Security Act.

If you move to Denmark from an EU/EEA country or from certain other countries (Switzerland, Turkey, Pakistan, Morocco, Macedonia, Croatia, Serbia and Bosnia-Herzegovina) and are or have been covered by the public health insurance in that country, you are covered by the Danish health insurance as soon as you are a registered resident here. You have to bring a document showing that you were covered in the country from which you are moving.

Work

If you take up work in Denmark and move here from an EU/EEA country in which you have been covered by the public health insurance, you need an E104 form. If you are stationed in Denmark for less than one year, you need a European Health Insurance Card (EHIC) and an E106 form if you intend to stay more than one year. These forms must be signed by the health insurance in the country from which you are stationed and presented to the local authorities in Denmark.

EU/EEA nationals who have a private health insurance in their home country are not entitled to health care services and hospital assistance until 6 weeks after taking up residence here.

To be covered by the Danish Health Security Act, you must register at the National Registry Office (*Folkeregistret*) immediately upon receiving your residence permit.

www.workindenmark.dk

Other foreign citizens

You are covered by the Danish Health Security Act after 6 weeks in Denmark. You are therefore strongly advised to take out a temporary health insurance to cover any incidental medical bills during the period before the health card arrives. We recommend that you obtain private coverage for 8 weeks in the event that the Danish health service card should be delayed.

People on short-term visits are not entitled to free medical care (only emergency treatment). You need to obtain private health care (see www.ciriusonline.dk).

www.workindenmark.dk

Other insurances

We highly recommend you to sign the following insurances before coming to Denmark. It is your responsibility to take out insurance while you are staying in Denmark and Aarhus University does not cover any losses that may occur.

Third-party insurance/liability insurance (*ansvarsforsikring*): this insurance covers any losses you might have if you have to pay compensation to another person.

Accident insurance (*ulykkesforsikring*): this insurance covers the financial consequences of an accident.

Home insurance (*indboforsikring*): insurance of your personal belongings.

Accommodation

Exchange students (Bachelor's and Master's students)

The International Secretariat at Aarhus University offers assistance in finding accommodation. It may be your best option to find a place to stay, as it is difficult to find cheap accommodation on your own in Aarhus. Students are placed in student residences, shared-facilities houses or private housing. If you plan to arrive in Aarhus outside the opening hours of the International Secretariat (see www.au.dk/en/is), you need to find alternative accommodation until you can pick up your key at the International Secretariat: www.au.dk/en/is/housing

We recommend you to find accommodation in Aarhus at the following site: www.visitaarhus.com

PhD students

From October 2008, the International Help Desk at International Secretariat at Aarhus University offers assistance in finding accommodation for International PhD students. You can find the application form here:

www.au.dk/ihd

Full degree Master's students and guest students

The International Secretariat does not provide housing for you if you are a Master's or visiting student. However, you can apply for housing through the Central Housing Agency (*Kollegiekontoret*) in Aarhus (www.kollegie8000.dk). There is a long waiting list for attractive residences so it is a good idea to sign up as soon as you know you want to study at Aarhus University. If you do not find anything before you arrive, it may be a good idea to book a temporary residence, e.g. a hotel or hotel apartment before you arrive, and start searching for housing when you arrive. The local papers are also a good place to look.

Short term visitors

The Faculty of Science – via the Department of Mathematical Sciences – can offer 6 guest apartments and 12 guest rooms located on the top floor of buildings 1530 (A), 1535 (B) and 1540 (R). For information about booking and prices please see www.imf.au.dk/en/guestdept

The Aarhus University Guesthouse can offer 10 newly refurbished and comfortable guest rooms with access to bathroom, kitchen and living room facilities. It has a relaxed and homely atmosphere. The guesthouse welcomes visitors to Aarhus University or those with an affiliation to the university: www.au.dk/en/tilknyt/gaesthus/

Aarhus University has at its disposal 28 guest residences in the Nobel Park, which can be rented mainly by visiting researchers from abroad for periods exceeding one month.

www.teo.au.dk/en/unit/guesthouses

Apartments and business apartments

Apartments for rent are announced on the second-last page of the university newspaper CAMPUS: www.au.dk/campus/

A variety of homepages offer apartments for rent, but most are in Danish. Homepages in English: www.hotelaca.dk & www.visitaarhus.com and in Danish www.sr.au.dk

Hotel bookings (temporary housing)

www.aarhus.dk/accommodation.asp
www.visitaarhus.com/

Bringing your family

Students, PhD students and researchers (NOT research assistants)

If you are granted a residence and work permit for three years or more, your spouse, registered partner or cohabiting partner and your children under the age of 18 may also be granted a residence permit for the same length of time. The family members must live together at the same address as the applicant and must be able to support themselves financially. Your spouse or partner is allowed to work full-time for the entire period his or her permit is valid.

If you are married, you must bring your original marriage certificate as well as an officially translated copy (into Danish or English). You must bring this regardless of whether or not your partner accompanies you to Denmark.

www.newtodenmark.dk

Research assistants

Normally, research assistants may not bring their family. More information: www.newtodenmark.dk

Childcare

Childcare facilities are provided for all small children in Denmark. There is a range options for children aged 0–6. The local authorities in Aarhus set out the overall aims and framework for childcare in the municipality.

www.workindenmark.dk

Information regarding kindergartens and/or schools in the Municipality of Aarhus is available at the Citizen Service (*Borgerservice*) at: Town Hall, Rådhuspladsen 2, 8000 Aarhus C, telephone + 45 8940 2222.

Prices depend on the number of hours your child requires care and the age of your child. 40 hours of day care per week costs approximately DKK 3,000 for children under 3 years and DKK 1,500 for children over 3 years: www.aarhuskommune.dk

School enrolment

All children in Denmark have the right to receive instruction free of charge from the age of seven in the Danish public schools (*Folkeskole*). Apart from the public schools, a number of private and international schools offer education for a fee.

There are no admission requirements to the public schools. Each school has the responsibility to admit pupils to the level that is suitable for the age and former education provided. Private schools have their own admission procedures, and it is recommended to apply well in advance: www.workindenmark.dk

After school care is available at public schools. Prices are approximately DKK 1,800 for children in grades 0–3, DKK 1,200 in grade 4 and DKK 600 in grades 5–7.

What to bring with you

The following is a list of items you might consider bringing with you.

- Tickets and insurance papers
- Passport and passport sized photos/ID card
- Letter of admission/employment
- Marriage certificate (if applicable)
- Credit card/traveller's cheques
- Cell/mobile phone
- Adaptor for electrical appliances (220V)
- Laptop
- Good dictionaries, especially bilingual ones

Arriving in Aarhus

When you arrive

In Aarhus you should contact the following institutions
- State Administration (EU citizens only)
- National Registry Office (CPR number and choosing a doctor)
- Tax authorities (tax registration)
- Bank (opening a bank account)
- Regional customs and tax authorities (car registration)

You need to carry out the following tasks at the university
- Self-service registration
- Acquire a student card or key card
- Exchange students: contact your mentor, register with the International Secretariat, attend the orientation day and register at Aarhus Student House (*Studenterhus Århus*)

State Administration (*Statsforvaltningen*)

EU citizens only

If you wish to stay in Denmark for longer than 3 months, you must apply for proof of registration or a residence card with the Regional State Administration (*Statsforvaltningen)* or apply for a residence permit under the Danish Aliens Act with the Immigration Service.

If you are an exchange student, the International Secretariat provides you with the necessary application and instructions when you register. Please note that a representative of the State Administration for Central Jutland (*Statsforvaltningen)* will also be at the university at the beginning of the term to receive your application.

You must bring your passport, a copy of your passport, 2 passport photos and a copy of your letter of admission/employment contract. Processing your application takes 1–2 weeks.
Address: Lyseng Alle 1, 8270 Højbjerg. Open 10.00–14.00 Monday–Friday, Thursday 10.00–17.00. www.statsforvaltning.dk
See also the paragraph on Residence and work permit, p. 10

Civil Registration Number (CPR number)

All

After you have obtained your residence and work permit/proof of registration, you are entitled to apply for your Danish CPR number. This number is used when dealing with public authorities, health authorities, libraries, banks, etc. The CPR number is issued at the National Registry Office (*Folkeregistret*). You will receive a yellow health insurance certificate (*gule sygesikringsbevis*) after 3–4 weeks. This certificate is your documentation that you are entitled to health insurance services. The certificate shows your name, address and CPR number. You should always bring the certificate when you need treatment. If you lose your certificate or if it is damaged, you need to pay a fee to get a new one issued.

Address: Citizens Service (*Borgerservice*) (includning National Registry Office) Park Allé, 8000 Aarhus C – entrance at the tower. Office hours: Monday–Friday 10.00–16.00, Thursday 10.00–19.00 and Saturday 9–13.00

CPR number: www.workindenmark.dk/Need_to_know_residence/0/4/0

Please inform the university, the PhD school AGSoS or your employer about your CPR number.

Nordic citizens

You only need to apply for a CPR number if you intend to stay in Denmark for more than 6 months. However, we strongly encourage you to apply for one at the National Registry Office (*Folkeregistret)* because having a CPR number makes a number of procedures easier and faster.

EU/EEA citizens

Once you have received your residence permit, you must register at the National Registry Office (*Folkeregistret)* where your CPR number is assigned. It takes approximately 1–4 weeks before you receive your CPR number. In Aarhus the National Registry Office is found at the Citizens Service (*Borgerservice*). Please see important addresses on page 35.

Other foreign citizens

You must register at the National Registry Office (*Folkeregistret)* within five days after your arrival. It takes approximately 1 - 4 weeks before you receive your CPR number. In Aarhus the National Registry Office is found at the Citizens Service (*Borgerservice*). Address see page 17

www.workindenmark.dk/Need_to_know_residence/0/4/0

Choosing a doctor

When you fill in the forms for a health insurance certificate, you receive a list of general practitioners in your area of residence, and you can choose your own doctor. If you are in insurance group 1, you have to choose a permanent doctor. You are free to choose between the general practitioners who accept new patients, and these are indicated on the list. You can subsequently change doctor if you wish.

If you belong to insurance group 1, you can change your doctor by contacting the National Registry Office (*Folkeregistret)*. The change will take effect 14 days after the authorities have received payment for issuing a new health insurance certificate.

If you are in insurance group 2, you do not choose a particular doctor, but may consult a new one whenever you please. Only group 1 has free medical consultation.

What to do if you need medical consultation

You must contact your general practitioner if you need medical consultation. You call the doctor and make an appointment, either the same day or one of the following days depending on the severity of the illness. Most doctors also have phone consultations 1 hour a day. You also have to contact your general practitioner if you want a referral to a medical specialist, physiotherapist, psychologist or chiropodist or if you need a prescription for medicine.

Payment

If you are covered by the public health insurance and have chosen insurance group 1, medical consultation is free. You need to bring your yellow health insurance certificate to the consultation.

Opening hours

Medical practices are normally open between 8.00 and 16.00.

Emergency doctor

If you need medical consultation outside opening hours, you should contact the emergency doctor in Århus. See under Important addresses for contact information

Tax registration

All residents of Denmark, as well as people staying in Denmark for more than 6 months, are fully liable to taxation in Denmark. This means that you pay tax in Denmark on your entire income, regardless of whether the income is earned in Denmark or abroad.

Researchers, postdoctoral scholars and PhD students

As soon as you arrive in Denmark to take up employment, you must contact the local tax authorities in Aarhus. They will issue a tax card, which your employer needs in order to calculate your taxes. The Danish tax rules are quite complicated so it is important that you talk to the local tax administration when taking up work. If you do not have a tax card, your employer must withhold 60% of your salary.

If you are a key employee or a researcher, you may be subject to the particularly favourable 25% tax scheme. Read more about taxation at:

www.workindenmark.dk/Taxation

www.skat.dk under Translated information > 25% Tax Scheme

The department can offer you personal consultancy regarding income tax conditions in Denmark.

Things to remember when registering at the tax authorities

You need to bring:

- Your latest assessment notice from your former country of residence
- Information about salary and pension
- Your purchase agreement if you have purchased a property
- Credit information about interest income and expenses, foreign accounts etc.
- Personal identification, e.g. a passport

Address: Citizens Service (*Borgerservice*) Park Allé, 8000 Aarhus C – entrance at the tower. Office hours: Monday–Friday 10.00–16.00, Thursday 10.00–19.00 and Saturday 9.00–13.00.

If you have additional questions, you should contact: Tax centre Aarhus (*Skattecenter Aarhus)*, Lyseng Alle 1, 8270 Højbjerg, tel: +45 7222 1818, website: www.skat.dk

Opening a bank account

All banks require a civil registration number (CPR number) to open a bank account. It is also a good idea to bring your passport and admission letter/letter of employment, confirming your status as a student/researcher, along with your CPR number. Once you have opened a Danish bank account, you will be able to have your rent debited from your account automatically and make other similar payments. Another benefit of having a Danish bank account is that you will be able to use a *Dankort* (debit card) to make payments in most stores.

Be aware that it can take several weeks before you receive your CPR number and therefore several weeks before you can open a bank account.

Regular banking hours: Weekdays: 9.30-16.00; Thursdays: 9.30-18.00; Weekends: closed

All citizens must have a NemKonto

A NemKonto (Easy Account) is an account into which all payments from the state, such as wages, the State Education Grant and Loan Scheme (*SU* in Danish), housing subsidies, tax rebates, pensions, etc. are paid. When you open a bank account, you therefore also need to choose a NemKonto. www.au.dk/en/digital/nemkonto

Car registration

Because of the Danish 25% VAT, cars are very expensive. Add to that a high registration duty – 60–63 % of the market price – and you will understand why many people choose alternative means of transportation in Denmark. For further information, please see:

www.workindenmark.dk under For Researchers > Things to remember > When you arrive > Bringing your car

Arriving at Aarhus University

Self-service

All (excluding PhD students)

To access the self-service facility, you need a four-digit PIN code. If you have not received your PIN code, please contact your coordinator, department or supervisor. The self-service facility enables you to do the following: use your university e-mail box, see the progress in your study programme, print a transcript of records (in Danish version), order transcripts (only in Danish), register for examinations (in Danish version) **

** Please note that most exchange students will be unable to register for examinations using the self-service facility. You will register for examinations in the reception area of your department. You need to be there in person to fill out forms. Please check with your coordinator or teacher for more specific instructions.

Mentors

Exchange students

As an exchange student, you are assigned a mentor before your arrival. Your mentor is a student from your department, who is able to provide you with information on studying in that particular department.

It is the mentor's job to greet you in Aarhus and to help you settle in. You will be contacted in due time by the mentor to arrange your arrival. Alternatively, you can contact the mentor yourself. To obtain the contact information of your mentor, please consult your academic coordinator in Aarhus or use the online self-service tool.

Student card or key card

Student card

Exchange students, Master's students and guest students (excluding PhD students)

The student card is your identification card at the university and whenever you need to document that you are a student. You need to bring the student card to any exam. You are given a PIN code for your card and this provides you with access to certain buildings at the university. Contact the University Studies Office if you lose your card and need a replacement.

Exchange students are given a student card when they register at the International Secretariat.

Master's students and visiting students receive their student card by surface mail or can pick it up at the Communication Office, Fredrik Nielsens Vej 5, building 1448, 8000 Aarhus C.

The student card can in some instances give you a reduced rate on entry fees, transport etc.

Key card

PhD students, postdoctoral scholars, researcher and visitors

Contact your department secretary or supervisor to get information about obtaining a key card (*nøglekort*) to the buildings you need access to.

Orientation day

Exchange students

This event, which is jointly organised by the International Secretariat and the Aarhus Student House (sTUDENTERHUS åRHUS), is designed to give new exchange students an introduction to the university and to the city of Aarhus. The orientation programme offers talks, tours and a welcome party to enable students to get to know each other and their surroundings.

Aarhus Student House (sTUDENTERHUS åRHUS) membership

The sTUDENTERHUS åRHUS (Aarhus Student House) offers activities and events for international students. If you are an exchange student, Aarhus University provides you with free membership. For all other students, the membership fee amounts to DKK 105.

www.studenterhusaarhus.dk

International Club

The International Club provides a social and cultural meeting place for international staff and family. Please contact: Organiser Gitte Haar-Andersen, e-mail ic@au.dk

Studying and working at the Faculty of Science

Academic calendar

The Faculty of Science follows a quarterly calendar with examinations four times a year.

Teaching and examination periods	
Introduction for new students Pre-term language course	3 days at the end of August 3 weeks in August
1st Quarter Examination period	End August–mid October Mid–end October
2nd Quarter Examination period	November–December End December–end January
Pre-term language course	3 weeks in January
3rd Quarter Examination period	End January–mid March End March–beginning of April
4th Quarter Examination period Re-examination period	April–June June–beginning of July August

Public holidays

New Year's Day	1 January
Maundy Thursday and Good Friday	Thursday and Friday before Easter Sunday
"*Store Bededag*" (General prayer day)	Fourth Friday after Easter
Ascension Day	1½ weeks before Pentecost
Pentecost Monday (Whitsun)	Monday after Pentecost
Constitution Day	5 June
Christmas Eve	24 December
Christmas Day	25 December
Boxing Day	26 December

Registration for courses and examinations

Course registration for 1st and 2nd quarter courses:	1–15 May
Course registration for 3rd and 4th quarter courses:	1–15 November
Exam registration period for 1st and 2nd quarter courses:	1–15 September
Exam registration period for 3rd and 4th quarter courses:	1–15 February
Exam registration for re-examination in August:	1–16 July

Studying at Faculty of Science

Exchange, Master's and guest students

A preliminary course selection is required along with your application. You should visit your department in person as soon as you arrive to confirm your course registration.

The course catalogue and your personal timetable are published by the faculty's Studies Office. The catalogue and timetable are available on the faculty's web site at www.science.au.dk under Information for students, at least one week before the teaching period starts. Details of where you register for a specific course are shown in the course description. See department homepages for course descriptions.

PhD students

PhD courses are published continuously with individual deadlines and application procedures. Contact AGSoS or see the faculty web site at www.science.au.dk/12074.

All students

Registration for examinations: It is very important to register for exams in advance. You may not be allowed to take your exams if you fail to sign up in due time.

Withdrawal from examinations: You can cancel exams via the self-service facility until one week before the first examination day. If you cancel later than this, it will count as an examination attempt.

Examination results: You can see your examination result via the self-service facility as soon as it has been registered.

Permitted exam materials: The materials permitted during examinations are described in the individual course description.

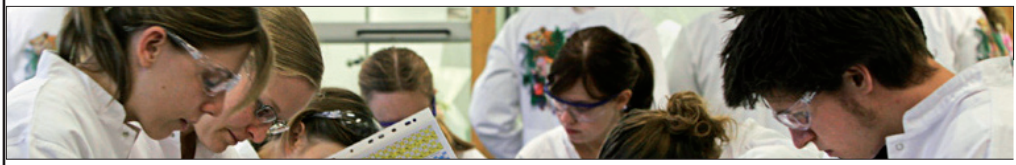
Illness during an exam: If you cannot participate in an exam due to illness, you must send a written explanation including a doctor's note to your board of study.

Exam cheating: Cheating during an examination is a serious matter and violation of the rules can lead to a series of sanctions depending on the degree of cheating. These sanctions range from a warning to expulsion from the exam and, in serious cases, to temporary or permanent expulsion from the university.

Complaints over exams: Complaints over academic regulation in relation to the exam should be submitted to the Board of Studies at the Faculty of Science in writing. The complaints should be substantiated.

Complaints over the exam including exam results should be submitted to the dean in writing. The complaints should be substantiated and handed in no later than 14 days after the publication of the exam results.

Transcript of records: You can use the self-service facility to print out a transcript of records. You can also order a transcript of records at the University Studies Office via the self-service facility.



Study methods

Studies at Aarhus University are generally structured around lectures, seminars and practical exercises which are often carried out in study groups. Active participation is expected. There is considerable interaction between students and professors, and students often make group presentations in class. See also http://studyindenmark.dk/student-life/why-denmark/innovative-education

Language of instruction

At the Faculty of Science, teaching is in English at Master's and PhD levels unless all participants speak Danish. Special courses may be offered in Danish only (see course catalogue).
If you are a non-native English speaker, it might be a good idea to take an English language course before coming to Aarhus or during your stay here. You are expected to be proficient in both oral and written English at a sufficient level for academic studies.

Libraries

Almost every department has its own library where you can take out specialised books and journals. You can find more information regarding the location and the opening hours on the websites of the departments.

The State and University Library (*Statsbiblioteket*) is the main library of the university. You need your health insurance card to take out books. There are photocopiers and printers available to students and researchers. 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 researcher at the library or from home. For further information on how to become a user of the many online facilities of the library, see www.statsbiblioteket.dk or visit the State and University Library on campus.

Salary and union

Your salary and further terms of employment are ruled by the agreement between the Danish Ministry of Finance and the Danish Confederation of Professional Associations (/Akademikernes Centralorganisation, AC/).

As an employee at The University of Aarhus you are covered by the rules for employment found in the Government Circular of Job Structure at Institutions of Higher Education of 13. June 2007.

Your interests as an employee at The University of Aarhus are taken care of by the local union representative Finn Folkmann, e-mail fifo@phys.au.dk.

Services

Studies Office at the Faculty of Science (*Studiekontoret)*

The Studies Office (*Studiekontoret*) is located in building 1520, 1st floor, and is open from 9.30 to 12.30.

The Studies Office organises and administers the teaching schedule and exams for Bachelor's and Master's degree programmes. You can contact the Studies Office if you apply for dispensation, merit transfer, have questions regarding course and exam registration, correction of your self-service details, and other study-related questions.

Student guidance and student counsellor (*Studievejleder*)

The student guidance (*studievejledning*) at the Faculty of Science is located in building 1520, room 134. You can use the student guidance if you have questions regarding the academic regulations (*studieordning*), problems with completing your studies, would like to terminate your studies, if you have been ill during the exams or failed an exam. If you have personal problems, you are also welcome to talk to a student counsellor. If they cannot help you, they can refer you to someone who can. The student guidance has a duty of confidentiality.

You can send an e-mail to the student guidance at: studievejledningen@nat.au.dk

Legal Aid Office (*Studenterrådets Retshjælp*)

This office provides free legal advice to students on all matters. If the office is not able to provide you with an answer right away, it is likely to investigate the matter further for you. The office is located in the Student House: http://sr.au.dk/

Aarhus Students' Film Society (*Aarhus Studenternes Filmklub*)

The Aarhus Students' Film Society is one of the oldest and most esteemed cultural institutions on campus. Each term, it has about 30 viewings covering a broad variety of film classics. You can become a member of the society and see quality films at particularly favourable prices (DKK 35 per show) or just show up and pay regular prices (DKK 60 per show). All films are shown in their original language, usually with Danish subtitles. filmklub.au.dk/

Aarhus University Sports (AUS)

AUS is open to all University of Aarhus students and organises a wide range of activities, from badminton and fencing to chess. This is a good place to meet other students in an active setting at affordable student prices. www.aus.dk

University Student House (*Studenternes Hus*)

Here you can find the offices of the Student Council as well as various student organisations. There are also a number of facilities available to students, such as exercise facilities, music and coffee rooms.

Student Advisory Office (*Studenterrådgivningen i Århus*)

This group of social workers and psychologists is employed by the Danish state to assist students with personal matters. The service is free of charge and completely confidential. studraadgiv.dk

PhD students

AGSoS office at Faculty of Science

You can contact the Aarhus Graduate School of Science - AGSoS office at Faculty of Science builing 1521 if you have any questions regarding your PhD studies

The PhD Association (*Ph.d.-foreningen*)

The purpose of this association is to attend to the academic and financial interests of PhD students at the Faculty of Science. You can contact the association with professional or private problems and it will help you or direct you to the proper place.

You pay a fee of DKK 100, which covers the entire period that you are enrolled as a PhD student. www.science.au.dk/PhD

Living in Aarhus

Changing address when living in Aarhus

When you change address while living in Denmark, you must report this to the National Registry Office (*Folkeregistret*) within five days after you have moved to a new place. You can acquire the relevant form from the National Registry Office in Aarhus. You have to fill in your current address and the address you are moving to on the form, the date of your move and the names of everyone moving with you. http://www.aarhuskommune.dk/portal/borger/bolig_flytning

Cultural events

The Aarhus Theatre is worth a visit if only to take a look at its decorative facade and interior. Located near the cathedral in the centre of the city, it has five stages and its own theatre troupe, which gives performances from September to mid-June. www.aarhusteater.dk

The Concert Hall Aarhus (*Musikhuset*) is also a good place to visit if you are interested in music. It offers a wide range of concerts and performances such as international pop concerts, ballets and concerts by the city's symphony orchestra. Other places of musical interest include Vox Hall, which offers concerts from around the world and Train, which has both a bar and a disco, as well as being a popular place for concerts. www.musikhusetaarhus.dk

ARoS, the new art museum in Aarhus, is an architecturally accomplished building with a broad spectrum of art in its permanent exhibition, as well as international specialised exhibitions all year round. www.aros.dk

The Old City (*Den Gamle By*) and the museum Moesgard are the perfect places to learn about the Danish history and culture.

If you are interested in movies, there are four cinemas in Aarhus that show movies in their original language with Danish subtitles. During the week, there are student discounts for matinee tickets.

Metropol and BioCity: www.biobooking.dk

Øst for Paradis: www.paradisbio.dk

Cinemaxx: www.cinemaxx.dk

Going out

The city of Aarhus offers a great variety of cultural experiences. For a complete listing of the activities and events, see www.visitaarhus.com

Libraries

Aarhus has a network of municipal libraries, and the main library is called *Hovedbiblioteket*, which is located in the centre of the city. To get a library card, you need to show an ID card obtained in Denmark, such as your health insurance card. Both the State and University Library and the municipal libraries provide free Internet access.

Money and banking

Currency and taxes

The currency in Denmark is the Danish kroner (DKK) and one kroner equals 100 *øre*. For the latest exchange rate, see finance.yahoo.com/currency

Tips are automatically included in all bills, but it is common to leave a small tip if you are at a good restaurant and think the service has been excellent.

There is a 25% VAT (*moms*) on all goods and services sold in Denmark. In stores, this consumer tax is always included in the price *(incl. moms*).

Debit and credit cards

Dankort is the most widely used debit card in Denmark. We therefore highly recommend you to get one when you open an account. All major credit cards such as VISA, MasterCard, American Express, Euro Card and Diner's Club are widely accepted in large stores and international chains. However, most of your day-to-day grocery shopping in smaller stores cannot be carried out with your foreign credit card. In those places you can either pay cash or use a *Dankort*.

Electronic money transfer

Today, many types of payments are increasingly transferred electronically to people's bank accounts. These include wages and salaries, cash payments, child benefits and pensions. Most people therefore have a bank account. All banks require a CPR number to open an account.

For further information, see the previous paragraph – Arriving in Aarhus – under Opening a bank account.

Money withdrawals

Contact your local bank in order to obtain a credit or cash card, which you can use in all ATMs in Aarhus. The ATMs can be found all over the city. Be aware of transaction fees.

Travellers cheques

It is easy to convert travellers cheques in Denmark, but it might be an expensive option as there is a substantial fee for cashing them. Most international students and researchers only use travellers cheques to open a Danish bank account as personal cheques are not accepted.

Postal, phone and Internet services

The public communication network in Denmark is highly developed. The postal service is efficient and you can find post offices located throughout the city. There is a main post office next to the railway station, and you can buy stamps in kiosks and department stores. The mail boxes in Denmark are bright red and they are emptied four times a day.

Just as everywhere in the world, mobile phones are widely used in Denmark. If you plan on buying a new mobile phone, be aware that most companies offer six-month contracts. Otherwise, it is easy to buy a prepaid SIM card in kiosks or on the Internet. www.cbb.dk and www.telmore.dk

If you have a laptop (and adaptor for electrical appliances 220V), we recommend you to bring it. In most residences, there are Internet connections. If you do not have a laptop, there is access to computers at your department and Internet access in all libraries. As a PhD student and researcher, you get your own office space with Internet access.

There are also numerous Internet cafés where you can go online for a reasonable price.

Sports

In addition to the university's own sports clubs, there are a number of community sport centres open to the public, as well as private health clubs. The municipality regularly publishes a guide to sports clubs in Aarhus called '*Idrætsforeninger i Århus*'.

www.aarhus.dk/aa/portal/fritid

Transportation in Aarhus and Denmark

Bicycles

Cycling is the easiest way to get around in Aarhus. Everything is reachable within cycling distance and you can find bike facilities everywhere.

It is possible to rent a bicycle for a shorter stay in Aarhus. Companies such as bikes4rent offer special rates for students.

www.bikes4rent.dk

Another possibility is to look for a second-hand bike in newspapers such as *Gul & Gratis* and *Den Blå Avis*. As these newspapers are published in Danish, it might be a good idea to ask your mentor or another Danish-speaking person for help.

www.guloggratis.dk and www.dba.dk

You can also purchase a second-hand bike at the police auction held on the first Wednesday of every month. You can take a look at the bikes from 13.00 and the auction starts at 14.00.

www.1-auktion.dk

Finally, major supermarkets such as *Bilka, Kvickly* and *Føtex* offer new, but cheap bikes for around DKK 1,500.

During summer, Aarhus provides city bikes that you can use free of change. You release the bike from its stand by depositing DKK 20, which you get back when you return the bike to one of the 58 designated parking places in the city.

www.aarhusbycykel.dk

Busses

Midttrafik – the municipal bus company – runs the yellow buses in the city. The bus route number is indicated at the front and the back of the bus and the destination is displayed at the front and above the rear door. Aarhus is the only city in Denmark where passengers enter through the back door and exit through the front.

Every bus is equipped with a ticket machine and a validation machine at the back of the bus. You can purchase single and multi-ride tickets, as well as season cards if you are planning on taking the bus more frequently.

Night buses operate after hours and run every hour on the hour. They are double the price of a regular fare, which means that if you are riding with a multi-ride ticket, you must stamp it twice. Be sure to check the schedule since there are only a few bus routes at night and most only operate until 03.00 and do not run all year round.

Multi-ride tickets and season cards are much cheaper than ordinary tickets, and you can purchase them in most kiosks and department stores.

www.midttrafik.dk and www.midttrafik.dk/Kundeservice/In+English

Trains

DSB is the Danish state-owned railway network that runs to all regions of the country. You can get discount tickets, called DSB Orange, which are considerably cheaper than the regular prices. For information on ticket prices and timetables, contact the DSB Customer Centre on +45 7013 1415 or book your tickets online at www.dsb.dk. You can buy either electronic tickets or paper tickets that you have to pick up at the railway station.

Long distance coaches

There are a number of bus companies that offer transportation within Denmark and to larger European cities. See some of the following web sites:

www.abildskou.dk

www.eurolines.dk

Journey planner (*Rejseplanen*)

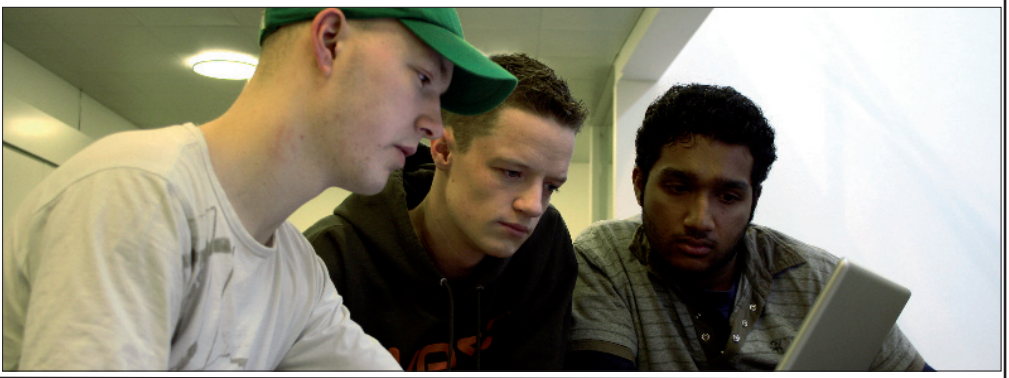
You can book your trip online by using the Journey Planner (*Rejseplanen)*, which finds the possible travel options (buses and trains) when you type in departure and destination points. It is an easy way to plan your travels until you get an overview of the transportation network.

www.rejseplanen.dk

Weather

Because of the warm Gulf Stream on the west coast, Denmark's climate is relatively mild compared with its Scandinavian neighbours. Nevertheless, expect rain and wind all year round. While it does not tend to snow a lot during winter, heavy rains and strong winds are typical for this time of year. Temperatures in winter are often around freezing point and during summer around 20 degrees Celsius.

www.dmi.dk



Language and culture courses

Denmark Today / Destination Denmark

Denmark Today is a three-week, pre-term language and culture course, which is held every August and January by the International Secretariat. The aim of the course is to provide participants with sufficient Danish language skills to communicate with fellow students and cope with everyday life in Aarhus. However, the course does not give the participant enough knowledge of Danish to match an academic working level.

The course consists of language lessons in the morning and cultural arrangements of various sorts in the afternoon. The lectures and excursions give you a sense of the city and the political, social and cultural life in Denmark. Many former students have emphasised that Denmark Today was a great way to meet other students and get a good start to their stay in Aarhus.

Denmark Today is free of charge to all exchange students on a programme, bilateral agreement or government scholarship. For other participants such as PhD, Master's and guest students, as well as researchers, the course fee is currently EUR 330.

Aarhus University also offers the Erasmus Intensive Language Course, Destination Denmark, which is similar to Denmark Today. The main difference is that Destination Denmark is funded by the EU Commission and accepts Erasmus exchange students registered in other Danish universities.

If you have not signed up yet and you are interested in taking part in Denmark Today, do not hesitate to contact the International Secretariat. The staff will do their best to find you a place.

www.au.dk/en/is/learndanish

Danish courses for international staff and their partners

Aarhus University offers foreign staff members and their spouses participation in intensive Danish courses at beginner's and advanced levels. The courses normally start in February and September, but new courses can start all year round according to demand. The courses are free of charge.

www.au.dk/en/is/learndanish/foreignstaff

Other language courses

Learn Danish Aarhus (*Lærdansk Århus*) is a language centre that also offers language courses to foreigners. Each module costs approximately DKK 500. www.laerdansk.dk/aarhus

Danish culture

A down-to-earth people

Danes are peaceful and down-to-earth people. The tone is informal compared with many other countries. Friends, family and colleagues are addressed with the informal pronoun and by their first name, and it is common for employees to address their bosses on a first name basis. The informal tone is also encountered in the education system, where students address teachers by their first names

Democracy

Discussion and argumentation are central elements of Danish upbringing in social contexts and at home, and Danes have an underlying awareness that it is possible to be heard and to have influence.

Danish humour and *hygge*

Hygge (cosiness) is a highly important element of the Danish mentality. It is difficult to translate the term hygge, but those seeking to grasp its meaning will soon find out that it is closely associated with having a good time together and with eating and drinking.

Humour is another essential element. To many Danes, humour comes with a great deal of irony. Many foreigners have a hard time understanding the irony, but it is an important part of Danish humour and inevitable if you want to understand the Danish mentality.

Friends and acquaintances

Friendships develop only after long acquaintances, and the Danes usually distinguish between friends and acquaintances. In private life as in business, the Danes surround themselves with a network of long-time acquaintances.

Travelling to Aarhus

By air

To Aarhus (Tirstrup Airport)

There are direct flights to Aarhus (Tirstrup Airport) from some European cities and Copenhagen. It is a 45-minute drive from Aarhus to the airport. When you arrive at the airport, you can take the airport shuttle (SAS), which stops close to the university and at the railway station in Aarhus.

www.aar.dk

To Copenhagen (Kastrup Airport)

You can also take an indirect flight from most other cities via Copenhagen (Kastrup Airport). When you arrive at Kastrup Airport, you can either continue your flight to Aarhus or catch a train.

By train to Aarhus

If you want to travel from Copenhagen to Aarhus by train, you can either take the airport shuttle to Copenhagen's central railway station or, more conveniently, take a direct train from the airport to Aarhus. The train ride takes 3–4 hours and there are trains leaving for Aarhus every half hour during the day and the evening. When travelling in Denmark, there are special discount tickets for people below the age of 26, but you must obtain a Wild Card (ID card) from DSB first.

www.dsb.dk

By bus to Aarhus

Abildskou Coaches operates within Denmark and is often a cheaper alternative to the train for travel between Copenhagen and Aarhus: www.abildskou.dk.

To Billund Airport

Aarhus is also serviced by another international airport, Billund Airport, which is located about 75 km south-west of Aarhus. A 90-minute shuttle bus ride takes you to Aarhus.

www.billund-airport.com

By train

If you travel by train all the way from your home country, your local railway station will inform you about prices and schedules. Remember to ask for discount tickets.

By bus

For international bus connections, Eurolines is a possible choice: www.eurolines.dk

Leaving Aarhus

If you do not choose to stay on in Denmark after finishing your study or work period, here are some important things to remember before you leave the country.

Things to remember when leaving Aarhus

- Notify the National Registry Office
- Order or print transcript of records
- Green Card Scheme / When to leave Denmark
- Pension continuation /payment
- Clarify tax issues
- Notify school and childcare facilities
- What to remember when moving out
- Car out of Denmark (De-register your car)

Notify the National Registry Office

When you move back to your home country, you must report this to the National Registry Office (*Folkeregistret*). The National Registry Office must receive your notification before you leave the country. You can acquire the relevant form from the National Registry Office in Aarhus. You have to fill in your current address and the address you are moving to on the form, the date of your move and the names of everyone moving with you.

www.workindenmark.dk/Departure_residence

Order or print transcript of records

You can use the self-service facility to print out a transcript of records. You can also order a transcript of records at the University Studies Office via the self-service facility.

Danish Green Card scheme / When to leave Denmark

Master's and PhD students

If you have been granted a residence permit in order to complete a higher educational programme in Denmark, your residence permit will be valid for an additional 6 months after you complete the programme. This is to allow you to look for work in Denmark.

Researchers

It is possible to be granted a three-year residence and work permit for the purpose of seeking work and subsequently working in Denmark. See www.nyidanmark.dk/en-us/coming_to_dk/work/green-card-scheme/greencard-scheme.htm

Exchange students

If you have been assigned accommodation via the International Secretariat (IS), you will be advised on what to do when moving out by the IS. If you rent a room in a dormitory please read the general rulles and the rules concering moving out.

Pension continuation / payment

If you have made payments to a private or company pension scheme during your stay in Denmark, the taxation of your pension depends on which tax system you are subject to.

www.workindenmark.dk/When_you_leave_company

Clarify tax issues

When you leave Denmark to live in another country, your full tax liability in Denmark normally ends. There are certain things you should remember, such as sending in your tax form to the tax centre. For a full list of what to remember, see www.workindenmark.dk/When_you_leave_tax.

Notify school and childcare facilities

Before leaving Denmark you should notify your children's school, after-school arrangement, kindergarten, crèche or other care arrangement that you are leaving. Many places demand to be given written notice in advance. Day-care centres, nurseries, kindergartens, after school arrangements and private schools generally have to be notified at least 1 month in advance, while no such requirement is found for the municipal schools. However, it is still common practice to notify the school as soon as you know your date of departure.

You can generally get the correct notification forms from the places themselves or from the local authority.

www.workindenmark.dk/Withdrawal

What to remember when moving out

There are certain things to remember when leaving and/or selling a property. You should remember to read the meters (electricity, water and heating) and the oil tank if you have one. These figures should be sent to whoever verifies the arrangement, or to the landlord's administrator of a rented residence. You should also notify the utility companies of the change of owner and/or tenant, and of the figures on the meters. Furthermore, you should remember to cancel standing bank orders, insurances, subscriptions to newspapers and periodicals, club memberships, etc. Remember to hand in all your keys. For specific advice on owned property and rented property,

see www.workindenmark.dk/Before_you_leave_housing

Car out of Denmark

People with a car registered in Denmark are allowed to take it to their new country of residence. You need to de-register the vehicle. For more information see www.workindenmark.dk/Car_out_of_Denmark

Important addresses

Emergencies

In case of an emergency, dial 112. It is free to call from all phones.

Police
Politiet
Ridderstræde 1
8000 Aarhus C
Tel: +45 8731 1448
Open 24/7

Hospital
Århus Sygehus
Tel: +45 8731 5050
You will be directed to the closest emergency room.

After Hours Doctor
Tel: +45 7011 3131
Everyday 16.00-8.00
All weekend

Emergency Dentist
Tandklinikken på Brobjergskolen
Frederiks Alle' 20
Tel: +45 4051 5162
Friday: 18.00-21.00
Saturday-Sunday 11.00-14.00

Health and safety

Pharmacies are usually open weekdays 9.00-17.30 and Saturday 9.30-13.00

24-Hour Pharmacy
Aarhus Løve Apotek
Store Torv 5
8000 Aarhus C
Tel: +45 8612 0022

Foreign Police
Udlændingekontoret
Fredensgade 19
8000 Aarhus C
Tel: +45 8731 1448
Monday-Wednesday & Friday: 9.00-12.00, Thursday: 12-17

Immigration, residence permit and registration

Danish Immigration Service
Udlændingeservice
Ryesgade 53
2100 Copenhagen Ø
Tel: + 45 3536 6600
Monday-Friday: 9.00-12.00
www.newtodenmark.dk

National Registry Office and Citizens service,
Folkeregistret og Borger service
Town Hall,
Park Allé
Tel: +45 8940 4275
Monday-Friday: 10.00-15.00
Thursday : 10.00-17.00

State Administration
Lyseng Alle 1
8270 Højbjerg
Tel: +45 7256 8300
Monday-Friday: 10.00-14.00
Thursday: 10.00-17.00
www.statsforvaltning.dk

Services

sTUDENTERHUS åRHUS
Nordhavnsgade 1
8000 Aarhus C
Tel: +45 8618 3021
www.studenterhusaarhus.dk

University Student House
Studenternes Hus
Nordre Ringgade 3
8000 Aarhus C

Student advisors
Studenterrådgivningen
Ryesgade 23,1
8000 Aarhus C
Tel: +45 8619 0488
www.studraadgiv.dk

University Studies Office
Studiekontoret
Fredrik Nielsens Vej 5
8000 Aarhus C
Tel: +45 8942 1025
www.au.dk/en/adm/studkont

Central Housing Agency
Kollegiekontoret
Nordhavnsgade 1, 1.th
8000 Aarhus C
Tel: +45 8613 2166
Monday-Wednesday: 10.00-14.00, Thursday: 10.00-17.00, Friday: closed
www.kollegie8000.dk

Accounts Office
AU Regnskabskontor
Katrinebjergvej 89F
Building 5132
8200 Aarhus N
Tel: +45 8942 1111

State and University Library
Statsbiblioteket
Universitetsparken
8000 Aarhus C
Tel: +45 8946 2022
Monday-Friday: 9.00-18.00
Saturday: 11.00-14.00

City Library
Hovedbiblioteket
Mølleparken
8000 Aarhus C
Tel: +45 8613 6622
Monday-Thursday: 10.00-19.00
Friday: 10.00-17.00
Saturday: 10.00-14.00

Train travel agent
DSB rejsebureau
Banegården
Trainstation
8000 Aarhus C
Tel: +45 3353 2321
www.dsb.dk

Useful links

Tourist Information

Denmark
www.visitdenmark.com

Aarhus
www.visitaarhus.com

General Information

Study in Denmark
www.studyindenmark.dk

New in Denmark
www.newtodenmark.dk

Work in Denmark
www.workindenmark.dk

Aarhus University and Faculty of Science

Aarhus University
www.au.dk

International Secretariat
www.au.dk/en/is

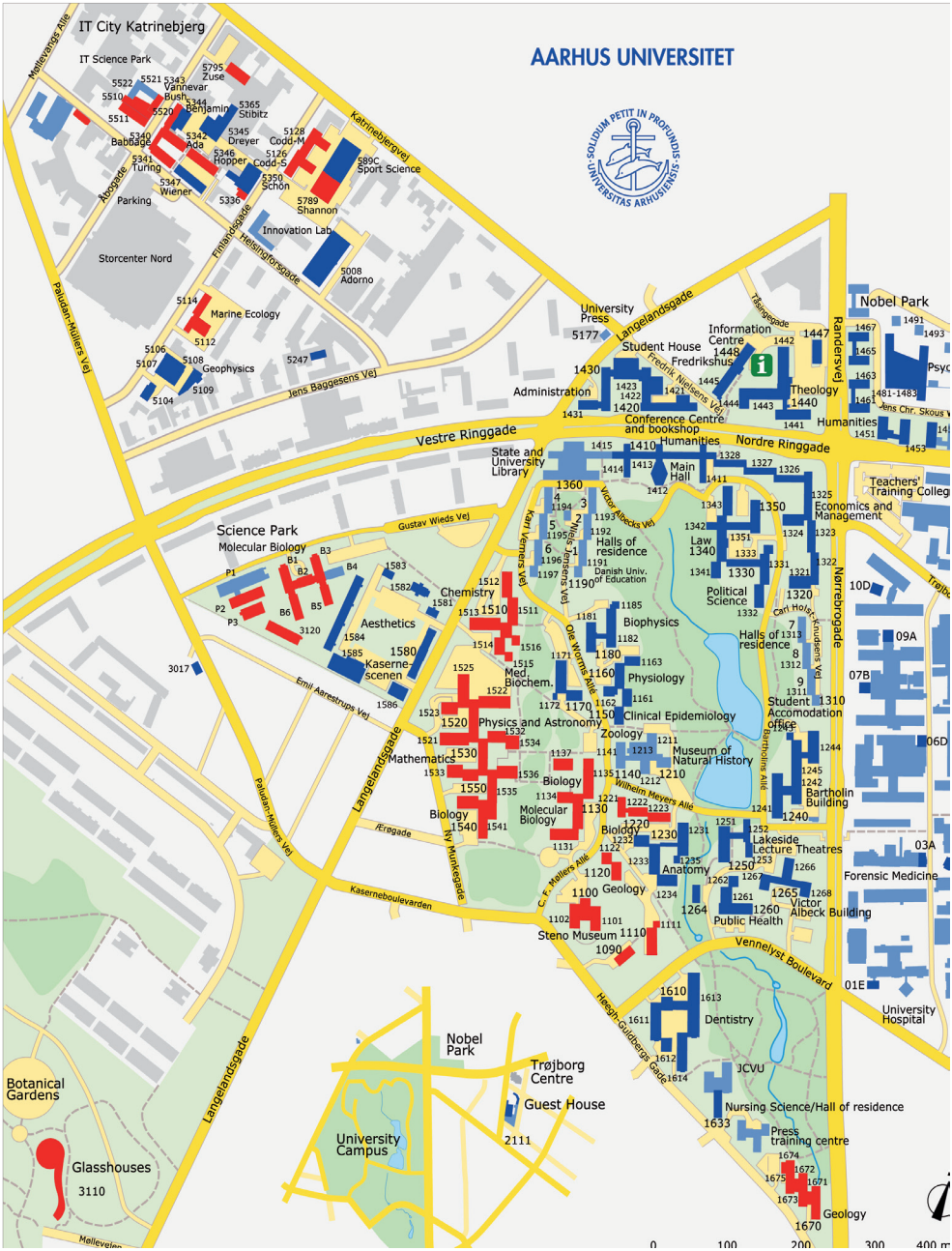
Faculty of Science
www.science.au.dk

Aarhus Graduate School of Science (AGSoS)
www.science.au.dk/en/PhD

The Science Studies Office
www.science.au.dk/7031

PhD Association at the University of Aarhus
www.natphd.au.dk/CMIS/

International Help Desk
www.au.dk/ihd


AARHUS UNIVERSITET
IT City Katrinebjerg
IT Science Park
Mollevangs Alle
Katrinebjergvej
Åbogade
Finlandsgade
Helsingforsgade
Storcenter Nord
Innovation Lab
Marine Ecology
Geophysics
Jens Baggesens Vej
Paludan-Müllers Vej
Vestre Ringgade
Langelandsgade
University Press
Student House
Fredrikshus
Information Centre
Administration
Conference Centre and bookshop
Humanities
Main Hall
Nordre Ringgade
Randersvej
Nobel Park
Teachers' Training College
Economics and Management
Law
Political Science
Halls of residence
Danish Univ. of Education
Science Park
Molecular Biology
Gustav Wieds Vej
Chemistry
Aesthetics
Kaserne-scenen
Emil Aarestrups Vej
Biophysics
Physiology
Clinical Epidemiology
Zoology
Physics and Astronomy
Mathematics
Biology
Molecular Biology
Museum of Natural History
Student Accomodation office
Bartholin Building
Lakeside Lecture Theatres
Anatomy
Geology
Public Health
Victor Albeck Building
Forensic Medicine
Steno Museum
Vennelyst Boulevard
University Hospital
Dentistry
JCVU
Nursing Science/Hall of residence
Press training centre
Geology
Nobel Park
Trøjborg Centre
Guest House
University Campus
Botanical Gardens
Glasshouses
Kaserneboulevarden
Ny Munkegade
Ærøgade
Wilhelm Meyers Allé
Ole Worms Allé
Karl Verners Vej
Niels Jensens Vej
Victor Albecks Vej
Fredrik Nielsens Vej
Tåsingegade
Carl Holst-Knudsens Vej
Bartholins Allé
Jens Chr. Skous Vej
Nørrebrogade
Heegh-Guldbergs Gade
0
100
200
300
400 m

science.au.dk