

Time Table and Course Change

Time tables and Overlaps

Please check the timetable for overlaps in your course schedule. If you have more than 3 overlaps during the semester you must change courses.

Timetables can be found here: <http://autumnschedule.au.dk/en/default.aspx>

- On this page you will be able to find the timetable for your courses. Until your courses have been registered in the system you will not be able to see your personal time table. Instead you can look up each course individually or wait for your courses to be registered in the system.
- If you wish to see the timetable for a specific course, type in the relevant course number.
- Once your courses have been registered in the system you will be able find your personal timetable.
- If you wish to see your personal time table, click on “personal timetable” and type in your username. Your username is your student number. You have received this via email. Please make sure to check that all your courses are listed in your personal timetable.
- Please note that many courses change schedule from week to week. For a calendar with week numbers, please see here: <http://www.calendar-365.com/2014-calendar.html>
- Business Administration Master students must also check their exam schedule for overlaps the last week of August or the first week of September: <http://studerende.au.dk/en/studies/subject-portals/business-administration/teaching-and-examination/exams/exam-schedules/masterbusinessadministration/>.
- For all other students exam schedules will be available in October (there is no risk of overlaps).
- Please note that *Holdundervisning* means Tutorial / Seminar and *Forelæsning* means lecture. Some courses have both tutorials and lectures and you will then need to attend both. Lectures and tutorial will appear separately in your personal timetable.
- Some courses have different tutorial groups and in some cases it is possible to change groups if you have overlaps. You can request change of tutorial by sending an email with the title and course number along with the tutorial group you wish to drop (i.e. H01) and the one you wish to add (i.e. H02).

Course Changes

Last day to change courses is Thursday September 11. You may only change courses if you have not been admitted to all the courses you requested or if you can document that,

- 1) You have not been admitted to the courses you have requested
- 2) There are more than three overlaps in your schedule during the semester
- 3) Your home university does not approve your courses

To request course change please send an email to kabr@au.dk or jetter@au.dk (depending on who processed your application) with the name and number of the course you wish to add (and if applicable the course you need to drop). You should use the updated course lists on this page: <http://bss.au.dk/education/international-students/incoming-students-exchange/economics-business-and-business-administration/academicdadk/courses/> as some courses are now fully booked or have been cancelled. Remember also to carefully follow the attached course guidelines.