

# COURSES AT AARHUS BSS AUTUMN 2019

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*Aarhus BSS*



Photo: AUCommunication

# PROGRAM

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- Your Personal Timetable
- Checking for Overlaps
- Changing Courses
- Blackboard
- Checklist before starting Classes
- Attending classes
- Study Portals, AU Self Service, Other IT Services
- Exams & Re-Exams
- Grading Scale
- Documents to be Signed
- Your Responsibilities
- Contacts



Photo: AU Communication

# COURSE REGISTRATION AND TIMETABLE

- You have been admitted to courses – check that all of your courses appear in your personal timetable:
- <https://autumnschedule.au.dk/en/default.aspx>

- Choose “Students”
- Type in your Student Card number. This is your study number, which you received via email.
- Click on “View Timetable”.

Timetables for teaching activities autumn 2019 – Arts and BSS

Users guide [CLICK HERE](#)  
iCal users guide [CLICK HERE](#)  
Operating status [CLICK HERE](#)

Week 53 - 56 = week 1 - 4 2020

iCal is activated.  
The timetables for autumn 2019 are expected to be publicized on July 1, 2019.  
See the personal timetables in a more modern design at the address [www.schedule.au.dk](http://www.schedule.au.dk), where it is also possible to synchronize with other calendars (Outlook, Apple, Google etc.).

Select modules provided by... (optional):  
Search:  
Select course(s):  
Select week(s):  
Select day(s):  
Select start and end time:  
Type of report:

Please Select...  
...  
(F) An Introduction to Empathy (441181U012) Holdundervisning  
(F) Børns udvikling (441191U002) Holdundervisning  
(F) Det særligt menneskelige (441181U002) Holdundervisning  
(F) Køn, identitet og seksua. (441191U005) Holdundervisning  
(F) Livshistorier og velvære (441191U001) Holdundervisning  
(F) Mening over tid og rum (441181U003) Holdundervisning  
(F) Menneskedyret - evolutions (441181U004) Holdundervisning  
(F) Motivation, oplev., handl. (441191U009) Holdundervisning

Current week  
All Weeks  
Week 35  
Week 36

All Week (Mon-Sun)

08:00 - 22:00

Text  
 Graphical (Horizontal time: e.g. 08:00 - 21:00)  
 Graphical (Horizontal days: e.g. Mon, Tue, ...)

View Timetable Reset

Students  
Staff  
Courses  
Classes  
Rooms  
Exams

# CHECKING FOR OVERLAPS

- Check each weekday individually for overlaps
  - If overlap in time, then check for overlaps in weeks
  - If overlap in both time and week, count how many
    - If more than 4 overlaps per course, check if the courses are lectures or tutorials:
      - If lecture, you must change courses
      - If tutorial, you may request to switch tutorial (if possible) -> check tutorial schedule for the individual course:
        - Choose “Courses” and type in the course number in the search field.
        - Choose “Holdundervisning”

Enter Student Card No.:

Select week(s):

Select day(s):

Select start and end time:

Type of report:

Text

Graphical (Horizontal time: e.g. 08:00 - 21:00)

Graphical (Horizontal days: e.g. Mon, Tue, ...)

iCal (NOTE: whole semester)

# CHECKING FOR OVERLAPS

## Wednesday

Activity	Start	End	Duration	Weeks
Advanced Industrial Economics / Class F01	16:00	18:00	2:00	36
Emerging markets, their instit / Class F01	16:00	18:00	2:00	36-41, 44-49
Aspects of Denmark / Class H01	16:00	18:00	2:00	37-41, 43-48

- *Advanced Industrial Economics* and *Emerging markets* = 1 overlap (week 36) –OK
- *Emerging Markets* and *Aspects of Denmark* = 10 overlaps (week 37-41 and 44-48) –NOT OK
  - Check tutorial schedule for the individual course
  - Request change of tutorials (if possible). If not possible, change course.
- If you change course it may take up to one week before the changes appear –you should still attend classes in this period  
*See also Exchange Student Handbook*

# CHANGING COURSES (DROP OR ADD)

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## WHY?

- If you have more than 4 overlaps per course during the semester *or*
- If your chosen courses are not approved by your home university

## HOW?

- Send an email to Nanna Gaarde Jensen ([ngj@au.dk](mailto:ngj@au.dk))
  - List the course title and course number you wish to drop/add
  - Switch tutorials, indicate which tutorial you wish to switch from (e.g. H01) and to (e.g. H03). You cannot change lectures (indicated F in your timetable).

## WHEN?

- As soon as possible and no later than **September 13, 2019**

**And remember:** It is your responsibility to make sure that you are admitted to the right courses and that you do not have too many overlaps

*See also Exchange Student Handbook*

# INTRANET: BLACKBOARD

- E-learning platform
- Course material, Syllabus, messages from professors, cancellations and more ....
- Obtain access before courses begin
- Go to <http://blackboard.au.dk>
- Read Blackboard guide

[http://studerende.au.dk/fileadmin/studerende.au.dk/BSS/Blackboard/BB\\_Studerende\\_UK.pdf](http://studerende.au.dk/fileadmin/studerende.au.dk/BSS/Blackboard/BB_Studerende_UK.pdf)

- Password and user name: Same as Self Service

The screenshot shows the Aarhus University Blackboard intranet dashboard. At the top, there is a navigation bar with the Aarhus University logo and the text 'AARHUS UNIVERSITY'. Below this, there are tabs for 'My Institution' and 'Notifications Dashboard'. The main content area is divided into several sections:

- TIPS & TRICKS TIL BLACKBOARD:** A section with a heading 'For undervisere: Kom godt i gang med det nye semester!' and an image of 'TIPS' blocks. Below it, there is a link 'Få tips & tricks til din daglige anvendelse af Blackboard HER'.
- CHOOSE A LANGUAGE PACK:** A section with a heading 'AVAILABLE LANGUAGES:' and a list of languages: Dansk (Danmark), Deutsch (Deutschland), English (United Kingdom), English (United States), English\_UK\_BSS, and Français (France).
- MINE EKSAMENER / MY EXAMS:** A section with links for 'WISEflow login' and 'WISEflow information'.
- MY ANNOUNCEMENTS:** A section with the text 'No Institution Announcements have been posted in the last 7 days.' and a link for 'more announcements...>'.
- LOGIN:** A section with the heading 'Please log in using WAYF' and a sub-heading '- all students and staff associated with AU/BSS'. Below this is a 'WAYF' logo with the text 'Where are you from'. There is also a section for 'Non AU users' with a link 'Please login here' and the Blackboard logo.
- MOBILE:** A section with the heading 'Check your grades on the go' and a sub-heading 'Download Blackboard Mobile Learn!'. Below this are logos for 'Available on the App Store', 'Available on Google play', 'hp', and 'BlackBerry App World'.
- LOGIN FOR ARTS - HEALTH - ST:** A section with the text 'Studerende eller medarbejder på Arts, Health eller ST? Klik HER for at logge på Blackboard.' and 'Student or employee at Arts, Health or ST? Click HERE to log onto Blackboard.'

# BEFORE STARTING CLASSES MAKE SURE TO...

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- ..check that you are admitted to the right courses
  - ..check that you are signed up for 25-30 ECTS (full time study load)  
If not, your residence permit is invalid
  - ..check your personal timetable for overlaps
  - ..find the courses/ groups on Blackboard
- 
- Check your timetable frequently during the semester



# ATTENDING LECTURES & TUTORIALS

## Classes

Each course has either a lecture or a tutorial or both

- Lecture, F (DA: *Forelæsning*) : 60-150 students
- Tutorial, H (DA: *Holdundervisning*): 20-40 students

- You must attend both lectures and tutorials

## Attendance

You are expected to attend all lectures and tutorials, but unless otherwise indicated, attendance is not mandatory. Attendance will, however, make you more likely to pass exams.

Be active in class and between classes. It is a good idea to join a study group.



Photo: AUCommunication

# IF YOU MISS A CLASS

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## Keep yourself updated

- Talk with your study group
- Check messages from professors on Blackboard
- Find course material on Blackboard
- Work on your own development



Photo: AU Communication

# AU WEB: STUDY PORTALS

- Rules and Regulations
- Teaching and Exams
- Practical information
- ..and much more

STUDY PORTAL - ECONOMICS AND BUSINESS ADMINISTRATION

Danish

You are here: [AU](#) > [Students](#) > [Studies](#) > [Subject portals](#) > [Economics and Business Administration](#)

STUDY PORTAL FOR **ECONOMICS AND BUSINESS ADMINISTRATION**

**Bb** Blackboard | **E-mail**

**Course catalogue** | **mit.au.dk (Self-service)**

NBI Are you studying Economics and Business Administration in **Herning**, please use the [study portal for BTECH](#)

**Shortcuts**

- > [Exam schedules](#)
- > [Digital exam](#)

**Study information**

2019.08.16 | STUDENTS

The research project "University dropout rates" (Frafald på universitetet)

**Events**

TUE 03 SEP 14:15-15:00 | Fuglesangs Allé 4, building 2628, room M104

Information meeting about the PhD programme in Economics and Business Administration

- Business (HA/ BscB and Cand.Merc):  
<http://studerende.au.dk/en/studies/subject-portals/business-administration/>

- Communication:  
<http://studerende.au.dk/en/studies/subject-portals/corporate-communication-and-it/>

- Economics (Oecon):  
<http://studerende.au.dk/en/studies/subject-portals/economics/>

# AU SELF-SERVICE(MIT.AU.DK)

- Web access to AU e-mail (post.au.dk)
- Electronic form to apply for an exemption - but read about exemptions on your Study Portal!
- Exam results –and you can print your transcript
- AU ID
- Go to <https://mit.au.dk/>

MIT.AU.DK (SELF-SERVICE)

You are here: AU > mit.au.dk (Self-Service)

Your name au123456 Tools

> Personal information

- > Email address(es) Choose your mail name
- > Homepage(s)
- > Change password
- > Change display name
- > WAYF

> Grant access to

- > Blackboard
- > AU Blackboard
- > BSS (Aarhus)
- > Person administration

*Blackboard, Study Portal and AU Self Service are different portals/systems –and you must familiarise yourself with all three systems*

# OTHER IT SERVICES/RESOURCES

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- Print/ Copy: Open a print account

<http://studernde.au.dk/en/studies/subject-portals/business-administration/study-environment/printing-and-copying/>

- Access to buildings:

<http://studernde.au.dk/en/studies/subject-portals/business-administration/study-environment/student-identity-card-as-key-card/>

- WIFI: Obtain access to WIFI on campus: <http://eduroam.au.dk/en/>
- Library: Create a Library account: <http://library.au.dk/en/sign-up/>

*See also Exchange Student Handbook:*

[https://bss.au.dk/fileadmin/ingen\\_mappe\\_valgt/Student\\_Handbook\\_Autumn\\_2019.pdf](https://bss.au.dk/fileadmin/ingen_mappe_valgt/Student_Handbook_Autumn_2019.pdf)

# EXAMS

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- You are automatically registered for exams.
- **You cannot cancel registration to courses/exams after September 13, 2019**
- You must familiarise yourself with Wise flow (digital exam) prior to Wise flow exams.
  - <http://bss.au.dk/en/programmes/digital-exam-wise-flow/>
- Many exams require a computer. You must bring your own.
- If you require special arrangements to be made for your exam, you should apply for an exemption as soon as possible (e.g. extra time due to dyslexia).
- **The date, time and form of an exam is non-negotiable!**

Exam meeting later (TBA)

# EXAM RESULTS & REXAMS

- Results will be available on *AU Self Service* within 4 weeks of the exam
- Re-exams are only possible if you fail an exam. Re-exams are never mandatory
- Re-exams take place in February
- Many re-exams will require your attendance in Aarhus (same form as ordinary)
- Difficult to attend re-exams if you are a non-EU citizen = new residence permit required
- Sign up period for re-exam takes place in February
- Transcripts will be sent to you and your home university in February



Photo: AUCommunication

# GRADING SCALE

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- Every performance is evaluated individually - even if the exam is in groups
- Passed exams cannot be retaken
- Only your performance on the exam counts
- Rather strict grading scale
- Expect lower grades than normal

Grade	Description	ECTS
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

# LEARNING AGREEMENT (LA)

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- If you are an Erasmus + student you need a Learning Agreement (LA) to be signed.
- Email document to [bss.international@au.dk](mailto:bss.international@au.dk) or hand in at Aarhus BSS Student Services (building 1443, room 021) after **September 13**.



# OTHER DOCUMENTS

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## Documents that may be requested from your home institution:

- **Document with Arrival / Departure dates:** Can be signed by AU International Centre or Aarhus BSS International
  - Obtain document from home university. To be signed on the day of arrival/ departure. Or provide documentation (e.g. travel documents).
- **Document with Enrolment dates:** Can be signed by AU International Centre or Aarhus BSS International
  - Obtain document from home university. Can be signed at any point.
- **Letter of Enrolment:** ONLY at AU International Centre
  - Sent to you from AU International Centre ([ic@au.dk](mailto:ic@au.dk)) and handed out during registration at AU International Centre.

# IMPORTANT DATES

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- Semester Start: **September 1**
- Course Change Deadline (final!): **September 13**
- Hand in Learning Agreement after: **September 13**
- Exam Schedule Release: **Late October / early November** (midterm exam schedules are released by semester start)
- Last Day of Exams: **December 20 / January 31**
- Check the Student Handbook for relevant links and general information on the [course web page](#).

# WHEN IS DEADLINE FOR CHANGING COURSES?

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**September 13 (stand up)**  
**or**  
**September 1 (sit down)**

# TO WHOM SHOULD YOU SEND COURSE CHANGE REQUESTS TO?

Nina Jørgensen at [nij@au.dk](mailto:nij@au.dk) (stand op)

Or

Nanna Gaarde Jensen at [ngj@au.dk](mailto:ngj@au.dk) (sit down)

# CAN YOU DEREGISTER FROM COURSES/EXAMS AFTER SEPTEMBER 13?

No (stand up)

or

Yes (sit down)

# IT IS YOUR RESPONSIBILITY...

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- Prepare for classes, attend classes, participate actively in classes
- Contribute to group assignments and group work
- Ask for help if you need it
- Work on your own development
- Stay informed both during the semester and in relation to exams and re-exams by using the
  - Blackboard (AU's intranet)
  - Study Portals (your department's website)
  - AU email and
  - Reading emails from your Aarhus BSS international coordinator

# ASSISTANCE DURING YOUR STAY

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## Aarhus BSS International Coordinator: Nanna Gaarde Jensen

Tåsinge gade 3, building 1443, room 036

E-mail: [ngj@au.dk](mailto:ngj@au.dk)

- Academic and personal matters: courses, exams, studies, personal matters
- Always contact Nanna Gaarde Jensen before contacting the Study Board or Study Administration

## Aarhus BSS Student Services

Tåsinge gade 3, building 1443, room 021

[Opening hours](#)

E-mail: [bss.international@au.dk](mailto:bss.international@au.dk)

## International Center

Høegh-Guldbergs Gade 4

Opening hours: 10:00 – 14:00

E-mail: [ic@au.dk](mailto:ic@au.dk) / [housing@au.dk](mailto:housing@au.dk)

- Practical matters: residence permit, CPR-number, housing matters

*Make sure to send one e-mail only and to one recipient only 😊*

# ENJOY AND GOOD LUCK!



Photo: AU Communication



**SCHOOL OF BUSINESS AND SOCIAL SCIENCES**  
AARHUS UNIVERSITET