



Photo: Maria Randima, AU Communication

AARHUS BSS STUDENT HANDBOOK AUTUMN 2019

For exchange students studying
Economics/Business/Communication



This Student Handbook contains information on:

- Self Service
 - Course Changes
 - Timetables
 - How to Check for Overlaps: Step-by-Step
 - Blackboard
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**Please make sure to read
this handbook thoroughly!**

Self Service

On Self Service you will be able to view courses signed up to, print Confirmation of Enrollment (to use with your student ID) and see your grades.

Self Service: Log in using your constructed CPR-number and your personal password

STADS Self Service: Once you have logged into Self Service, log in to STADS Self Service using your password and username from Self Service.

Course Changes (Add/Drop)

Please note it is your responsibility to make sure that you are admitted to the right courses by checking the course titles and numbers in Self Service and/or in your personal timetable.

You may only change courses if:

- 1) You have not been admitted to the course you have requested
- 2) There are more than four overlaps per course during the semester
- 3) Your home university does not approve a course

To request course change please send an email to Nanna Gaarde Jensen (ngj@au.dk) with the title and number of the course(s) you wish to add/drop. Please use the updated course lists on [the course webpage](#), as some courses may be fully booked or cancelled.

Course change deadline: September 13, 2019
- It is not possible to add or drop courses after the deadline!

Changing tutorial group

Some courses have different tutorial groups and in some cases it is possible to change groups, if you have overlaps in your schedule. You can request change of tutorial group by sending an email with the title and course number along with the name of tutorial group you wish to drop (e.g. H01) and the one you wish to add (e.g. H02) to your Aarhus BSS Coordinator, Nanna Gaarde Jensen (ngj@au.dk).

To find out which tutorials may be available to you, please see both your personal timetable (to find out which tutorial you are currently enrolled in) and the timetable for the relevant course (to find out which other tutorials may be available to you).

Timetables

Timetables are available from July 1. You will be able to access your personal timetable by approx. July 8. Please go to: <https://autumnschedule.au.dk/en/default.aspx>

Check the timetable for overlaps in your personal timetable. Your personal timetable should have no more than 4 overlaps per course during the semester.

Timetables for individual courses

Until your courses have been registered in our system, you will not be able to see your personal timetable. Instead you can look up each course individually by choosing Courses and typing in the course number in the search field.

Your personal timetable

To see your personal timetable, choose Students and type in your Student Card number. This is your study number, which you received via email.

Lectures and Tutorials

Please note that "Holdundervisning" (H) means Tutorial and "Forelæsning" (F) means Lecture. Some courses have both tutorials and lectures, and you will then need to attend both. Lectures and tutorials will appear separately in your personal timetable.

How to check for overlaps: Step-by-step

- 1) Check that all the courses you have registered for appear in your timetable
- 2) Check each weekday individually for overlaps
- 3) If overlap in time, then check for overlaps in weeks - many courses change schedule from week to week
- 4) If overlap in both time and week, count how many
- 5) If more than 4 overlaps per course during the semester, find out if the overlap is between lectures or tutorials:
 - If the overlaps are between tutorials, you may be able to request to change tutorials (if another tutorial is available)
 - If the overlaps are between lectures, you must change courses

If you wish to change courses due to overlaps, please follow the course change procedure described above and contact your designated international coordinator.

Blackboard

Blackboard is the intranet used at Aarhus BSS. On Blackboard you can find information on courses, including various course documents, syllabus and messages from professors. Blackboard: blackboard.au.dk: Log in using password and username from Self Service.

Please read the [Blackboard Guide](#).

Study Portals

On the Study Portals you will find information on timetables, exams, exam schedules, re-exams, student counseling, rules and regulations

- **Economics** (Oecon programmes)
- **Business** (HA/BscB and Cand.merc. programmes)
- **Communication** (BAMMC and MACC programmes)

Student ID Card

Your Student ID card is your identification as an Aarhus University student. To receive a student ID card upon arrival at check-in at the International Centre you must order it online no later than **August 1, 2019**.

How to order a Student ID card? [Click here!](#)

Other IT Services

- Print/Copy via MyPrint: [Open a MyPrint account \(Nobel and/or Fuglesangs Alle\)](#)
- Access to buildings: [Activate your Student ID card as an access card \(Nobel and/or Fuglesangs Alle\)](#)
- WIFI: [Obtain access to WIFI on campus](#) (studynumber@post.au.dk + password from Self Service)
- Library: [Create a Library account](#)

Documents to be signed

Erasmus students must have their Learning Agreement signed in order to receive their Erasmus scholarship. Other students may be required by their home institution to have various documents signed. Please check with your home university, if you are unsure of which documents you need to have signed.

- **Erasmus Learning Agreement** (Erasmus only): Can be signed only at Aarhus BSS International. Email to bss.international@au.dk or hand in at Aarhus BSS International.
- **Document with Arrival / Departure dates**: Can be signed at the AU International Centre or at Aarhus BSS International. Only relevant if your home university requests such a document. It must be signed on the day of arrival /departure or you must provide documentation of your arrival/departure date (e.g. travel documents).
- **Document with Enrolment dates**: Can be signed at the AU International Centre or at Aarhus BSS International. You can obtain the document from your home university

Exams and Transcript

Exam schedules will be available in late October / early November on the relevant Study Portal.

- The last possible day of exams is December 20, 2019 or January 31, 2020
- All students are automatically signed up for exams. It is not possible to cancel exams after the course change deadline
- It is not possible to change the date or the form of an exam
- **All students must familiarize themselves with the digital WISEflow exam system prior to attending exams**
- All students are expected to bring their own laptop or PC. Participation in the majority of exams at Aarhus University is dependent on students bringing their own laptop or PC
- Results will be available on Self Service within 4 weeks of the exam taking place
- Re-exams are only possible if you fail an exam and are never mandatory
- Sign up for re-exams take place in early February
- Many re-exams will require your attendance in Aarhus (same form as ordinary)
- Re-exams take place in February
- Transcripts will be sent in February/March to you and your home university via email

CONTACT INFO



Nanna Gaarde Jensen

All questions regarding courses and academic and personal matters



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[Click for opening hours](#)

Learning Agreements

Certificate of Attendance or other arrival/departure forms



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[Click for opening hours](#)

Certificate of Attendance or other arrival/departure forms



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