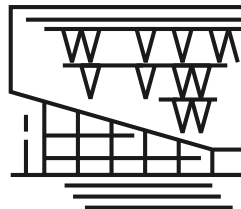


Welcome to

SDU Kolding



Welcome to SDU Kolding



You will soon begin your studies at SDU Kolding. We hope that you will be happy with your choice of studies, and that your time in Kolding will bring you many new good friends along with a lot of new and exciting experiences.

Despite different backgrounds and prerequisites, you and your fellow students are now in a whole new situation. You are all to get used to a new form of studying, together with many other changed circumstances, when you begin to study at the university.

Moreover, you and your fellow students are faced with a number of practical issues and questions. At the university we will do our best to help you with such issues. Help is found at Student Services, in student advisors, tutors and many other of our staff members.

Especially in the beginning, you may have quite a few questions which you would like to clarify. Therefore, we have prepared this guide to serve as your information base. It also serves as a small guide describing some of the key areas and practicalities.

The aim of this guide is to welcome our international students and to give an introduction to the university as well as to the city of Kolding.

We hope that this will be a useful guide to you, and that it will help you get settled at the university and in Kolding. If you find that any practical information is missing, we would appreciate *hearing from you*.

General information for international students at SDU can be found on our university website: www.SDU.dk.

We hope you will enjoy your stay in Kolding.

Sincerely yours,

Student Services Kolding
studieservice-ko@sdu.dk

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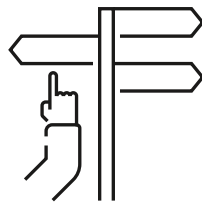
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General description of SDU Kolding

SDU Kolding is a local university with a global perspective. The primary focus of the university is education and research within design, entrepreneurship, IT, communication, tourism, and business economics. SDU Kolding is one of SDU's six campuses and situated in the midst of Kolding, it has a very central place in the Triangular Area.

The university attracts both students and researchers from all over the world to an international and cross-disciplinary environment that cooperates with entrepreneurs and business organisations on developing and innovating society through design.

SDU has 6 campuses:

SDU Odense

SDU Kolding

SDU Esbjerg

SDU Sønderborg

SDU Slagelse

SDU Copenhagen

Your SDU student e-mail

After enrolment or admission, you will be given a student e-mail login to be used for e-mailing and computer access at the university. After semester start, the university uses your student e-mail account for official information and enquiries. In other words, it is **very** important you check your student e-mail account regularly and preferably every day.

For more information about your e-mail please go to: [MySDU.dk](https://my.sdu.dk)

Facebook groups you might find useful

Find SDU Kolding on Facebook. In connection with the introduction programme, we will let you know which study programme group you can join. Find the relevant pages and groups here:

[SDU Kolding](#)

[SDU Kolding Students](#)

[SDU Kolding International Students](#)

Information about your student ID/student card

Currently, the only evidence you have of your admission to SDU is your letter of admission. A student card is required for students for identification and access to the university.

The student card also functions as a copy card and library card. Please keep your student card on you. As your student card also-exam number, please bring it for all your exams for your identification.

Please see mitsdu.dk/en/vejledning/studiekort/adgangskort for instructions on using your student card as an access card to the university (the site is only in Danish).

You are expected to order your own student card on studiekort.sdu.dk. In your letter of admission, you will find information about how to get your username and password. You must upload a picture of yourself and you will receive your student card a few days before the semester begins.

Student Self-Service

When you have been registered at SDU and have ordered your student card, you will also receive a letter with a username and a password to log on to the Student Self-Service, which you can read more about at [MySDU](https://my.sdu.dk).

The Student Self-Service (log on via sso.sdu.dk) can be used for several purposes, e.g.:

- Access to your SDU Student e-mail
- Access to SDU's e-learn portal, itslearning
- Access to your grades and course and exam registration (SDU Student Self-Service)
- Resetting your password

How to get to Kolding

Arriving at Copenhagen airport

From Copenhagen Airport there are trains to Kolding. There is a non-stop connection from/to Copenhagen. The train ride from Copenhagen to Kolding is approximately 3 hours. The train platform at the airport is found in Terminal 3, where the International Arrivals hall is, please see map of airport on cph.dk.

Please look up schedules at dsb.dk. In addition to the actual train ticket, we advise you also to buy a ticket for an actual seat to ensure that you need not stand up all the way.

The train station in Kolding is situated within a 10 minutes walk from SDU.

Arriving at Billund airport

Billund Airport is situated only 44 km from Kolding. Schedules can be found on bll.dk. From Billund Airport there is a bus route no. 166 to Kolding. The bus ride is app. 1 hour and 10 minutes. Please notice that departures are limited. You can look up schedules at dinoffentligetransport.dk

Arriving at Esbjerg airport

Esbjerg Airport is situated 62 km from Kolding, and schedules are available at esbjergairport.dk. From Esbjerg Airport there is a bus route no. 48 to the University of Southern Denmark in Kolding. The bus ride is app. 1 hour and 45 minutes.

Driving to Kolding

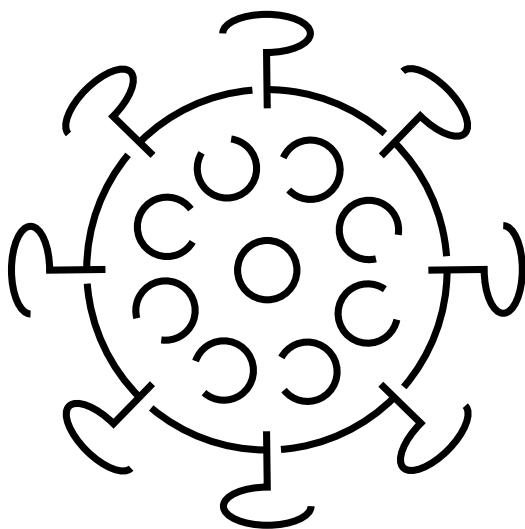
It is also possible to get to Kolding by car. As a student you can bring your own car to Denmark and use it for up to two years with your foreign license plates no more than 185 days per year. To do this, you must complete the form called Application for permit to drive a foreign registered car in Denmark, in order to have your car within 2 weeks after your arrival. The form can be found on skat.dk.

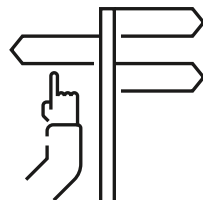
When are you arriving

Please let Student Services know your date, time, and place of arrival (bus station, train station, the university), and we will make sure that a buddy (read about the buddy system in the chapter "Upon your arrival") will meet you there and take you to your accommodation.

COVID-19

You can find answers to most COVID-19 related questions at MySDU under Guidelines and FAQ for students at SDU. We also recommend that you keep an eye on coronasmitte.dk for general updates on guidelines and initiatives in relation to COVID-19.





Important things you should be aware of as a foreign national

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Visas, certificates and permits

Nordic nationals

Citizens of Nordic countries are not required to have visas, work permits or residence permits.

However, you **must** bring your passport if you are staying for more than six months. Read more about the further process in the chapter "Upon your arrival".

EU/EEA Nationals

EU citizens are not required to have visas or work permits.

EU citizens planning to stay in Denmark for more than three months **must apply** for an EU residence document.

You must bring your passport.

Student Services arrange for your EU registration once you are in Denmark. You will receive an e-mail with the specific instructions in due time before the registration. In other words, you **must not** apply for EU residency on your own.

EU/EEA citizens who are staying in Denmark for **more than three months** are required to notify the National Register no later than five days after their arrival or as soon as their EU residence document has been granted. Student Services will arrange that for you. Read more about the further process in the chapter "Upon your arrival".

All enquiries concerning **extension of your residence document** should be made in person to SIRI (The Danish Agency for International Recruitment and Integration). Contact information can be found in the chapter "Contact information".

Please note that, if, due to your extension, you have to visit SIRI, Student Services will arrange that for you, or at least provide you with instructions as to what to do or where to go.

Non-EU/EEA nationals not currently residing in Denmark

You are **always** advised to contact the Danish representation in your area in order to check whether you need a visa or not.

Non-EU/EEA citizens must apply for a residence permit by contacting either the Danish Embassy or the Danish Consulate General in their area, **two to five months prior to departure**. Applicants are required to present documentation stating that they will be studying at SDU, e.g., notification of enrolment or admission and that they have sufficient means to support their stay in Kolding. The application form for residence permit and work permit will be forwarded to you from the university.

Note: Non-EU/EEA citizens **must pay an application fee** when they apply for a residence permit. Read more about residence for non-EU/EEA nationals in Denmark at [*The Ministry of Foreign Affairs page about applying for residence permits.*](#)

The form must be completed in part by you and in part by the head of your host department at the university or by SDU International/Student Services. Please note that you must apply for **AND** obtain **your residence permit before going to Denmark**. **NO exceptions are made.**

Non-EU/EEA nationals currently residing in Denmark

Non-EU/EEA nationals already staying in Denmark and holding a valid residence permit (previously granted due to work or study in Denmark) should file the new application with the police precisely **two months before the expiration date**, and you must bring your passport and a letter from the University confirming that you are still employed or studying there. The Danish Immigration Service will keep your passport, so before handing in your application, it is a good idea to write down your passport number and, even more important, your "foreign national registration number" (udlændingenummer, udl.nr.) which is indicated on your residence permit.

Note: Non-EU/EEA citizens **must pay an application fee** when they apply for a residence permit. Read more about residence application fees for non-EU/EEA nationals in Denmark on [*New-ToDenmark.*](#)

Accommodation

In Kolding, there are no dormitories. Instead, the Accommodation Office has entered into agreements with private landlords with multiple single rooms with shared kitchens and bathrooms (almost the same as a dormitory - only in a smaller scale). The student accommodation is situated close to the city center, the train and bus station and the university.

Full degree students and exchange students not already residing in Denmark

Student Services and the Accommodation Office on SDU Kolding will help arrange accommodation for **full degree students and exchange students** within the student mobility programmes (Socrates, Tempus, Nord-plus, Lifelong Learning Programmes, Erasmus Mundus) or other bilateral agreements. This service only applies to full degree and exchange students not already residing in Denmark. Information about the accommodation procedure will be sent directly to you from the admissions office. The prices range from DKK 2,400.00-3,500.00 per month and a deposit equivalent to 2 months' rent will be required. Your room will be furnished (curtains may not be included) and a linen bag with towels, sleeping quilt and pillow is provided. Common kitchen areas are equipped with kitchen utensils. Wi-Fi internet available (included in the rent). Laundry facilities available (fee applies).

Application deadlines for accommodation

For the autumn semester we need your application for accommodation no later than the **1 May**. This deadline does not, however, apply to EMTM students.

For the spring semester we need your application for accommodation no later than **1 November**. You can read more about accommodation and find the application form on [sdu.dk under Programmes](http://sdu.dk/under). The accommodation officer, Hans Thygesen, is pleased to assist you in any matter related to your accommodation. Please find his contact information on page 70.

Guest students

International guest students must apply directly to the municipal accommodation office on studentkolding.dk. When a room has been allocated, the tenancy agreement and the invoice for the room deposit and the first month's rent will be forwarded by the housing association. Please note that these rooms are not furnished.

Private insurance

Before your arrival in Denmark, you should check whether you are covered by traveler's insurance or by insurance in your home country. We strongly advise you to take out insurance against theft, fire, etc. as well as public liability and health insurance, as you are not covered by any insurance by the university during your stay.

If you have no insurance from your home country, it is possible to take out insurance in Denmark. The so-called "Family-insurance" will cover most needs. Check prices and conditions with various insurance companies, before you decide which one to choose.

NOTE: Please note that you are not covered by the Danish Health Insurance Scheme until receipt of the Danish, yellow health insurance card and therefore are advised to take out personal health insurance to cover this part of your stay. Read more about how to get your Danish, yellow health insurance card under 'Upon your arrival'.

Tuition

Some, but not all, international students pay tuition. We advise students to check whether they should pay tuition and how. Please visit sdu.dk/en/uddannelse/tuition for information on who pays tuition and when tuition is paid as well as how.

Register for courses

It is your responsibility to register for classes in subjects that you want to follow. You register using this [the student self-service portal](#), which you can access from MySDU.dk/en under login.

Please note that once you are enrolled in a class, you are also automatically registered for the first exam attempt and tests that are part of the subject.

Enrolment in classes take place at the same time for all students at SDU:

Courses and exams in the autumn semester

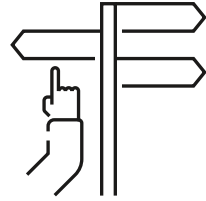
20-30 May

Courses and exams in the spring semester

20-30 November

For more information, please see mitsdu.dk/en/courseregistration.

EMTM students are automatically registered for all four first semester courses.



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Value added tax

In Denmark, 25% VAT (moms) is added to practically all goods and services. Prices in shops include VAT, whereas the prices of services are often indicated without VAT.

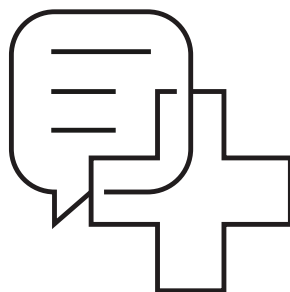
Climate

Denmark has a rather humid, temperate climate with variable and often unpredictable weather. Spring comes in April/May, and summer temperatures vary from 15-25° C but can go up to 30-35° C. Around September it becomes colder. January/February are usually the coldest months with an average temperature of 2° C. However, it may become as cold as negative 10° C or lower. Therefore, always bring some warm and waterproof clothing, regardless of the season.

Electricity and electronic equipment

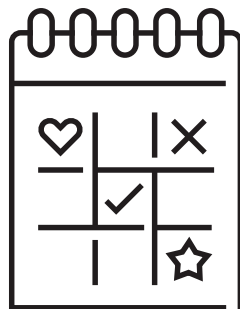
220 volts AC (50 Hz) is the Danish standard. Laptop computers capable of operating on both 110 and 220 volts can be used in Denmark, but be sure to bring a two-pin continental adapter with you, since the plugs in Denmark may differ from those in your home country. For laptops working on 100 volts only, converters are necessary.





Health

Public health services are partly or fully subsidised for Danish residents. Thus, the conditions for medical and dental treatment for foreign visitors to Denmark depend on the length of their stay and their residential status (see under Medical treatment in this guide).



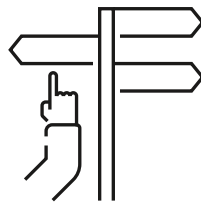
National Holidays

1 January	New Year's Day (Nytårsdag)
Thursday before Easter Sunday	Maunday (Skærtorsdag)
Friday before Easter Sunday	Good Friday (Langfredag)
Sunday after Good Friday	Easter Day (Påskedag)
Monday after Easter Day	2nd Easter Day (2. Påskedag)
Fourth Friday after Easter	Prayer Day (Store Bededag)
Ascension Day	(Kristi Himmelfartsdag)
Whitsunday	(Pinsedag)
Whitmonday	(2. Pinsedag)
5 June	Constitution (Grundlovsdag) (Although not by law)
24 December	The day before Christmas (Juleaften) (Although not by law)
25 and 26 December	Christmas Day and Boxing Day (1. + 2. juledag)
31 December	New Year's Eve (Nytårsaften) (Although not by law)

Checklist

- Exchange students: Make academic agreements with your home coordinator, if you have not already done this (about courses, credit transfer, etc.)
- Stays shorter than 3 months: Non-EU/EEA citizens: apply for a visa.
- Stays longer than 3 months: Non-EU/EEA citizens: apply for and obtain a residence permit, before going to Denmark. Take out insurance (health, theft, liability, and travel/luggage insurance).
- EU/EEA citizens: Bring along the blue European health insurance card.
- Nordic citizens: Bring your passport, if you are staying longer than six months.
- Check whether you are covered by a traveler's insurance or by insurance in your home country, if not then we advise that you take out insurance as stated in the section about private insurance.





Important things you must be aware of as a foreign national

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Registration and other important formalities

The National Register (Folkeregisteret) is the central register for all residents in Denmark, where also foreign nationals must register, if they plan to stay in Denmark more than three months. Foreign nationals are considered Danish residents, when staying in Denmark for more than three months. All registered residents will receive a civil registration number (CPR. No.) which also serves as identification in connection with contact to all public and many private institutions, services, offices, etc.

The National Register is situated with the local authorities (Borgerservice/Citizen service center) in the municipality of your Danish residence. Your civil registration number is also written on your yellow health insurance card, which you can also get as an app.

When going to the National Register, please bring your passport and your residence permit or EU residence document. At the National Register you will be asked to choose a doctor. You may ask your buddy or fellow students, if they can recommend one. Otherwise, we recommend that you choose a doctor close to your accommodation or close to the university.

Non-EU/EEA citizens staying in Denmark for more than three months are required to notify the National Register no later than five days after their arrival to Denmark.

Student Services arrange accompanied trips to the National Register. You will be invited to join, and the details concerning the registration will be announced in your introduction programme, and you will receive an e-mail from Student Services.

CPR No.→



Taxes

In Denmark, paying taxes is mandatory. If you plan to work in Denmark, or if you are entitled to receiving SU (Danish State Education Grant), you must study the rules and regulations carefully in order to avoid debts to the tax authorities, who have the right to take retroactive action, if the rules are not properly observed. Read more here: skat.dk

Banks and payment

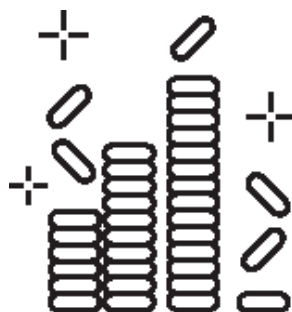
Banking hours may vary from bank to bank. Please check the website of the bank in question for opening hours. On Saturdays and Sundays and public holidays all banks are closed. Cash points for cash withdrawals from credit cards and net-banking are always available.

Bank Account

In order to open a bank account, you will need your Danish civil registration number (CPR. No.) issued by the National Register together with your new address here in Denmark.

With a Danish bank account, you will have the possibility of establishing netbanking on your computer or smart phone, which enables you to check your account, pay your bills and transfer money.

Please also see the section on NemKonto (EasyAccount) and NemID.



Credit Cards

Credit cards are accepted in most shops and restaurants. However, some supermarkets only accept the special Danish credit card called Visa Dankort. Cash points for withdrawal of cash from credit cards can be found outside several banks in the city centre. Please be aware that your bank imposes a limit as to the amount withdrawn at one time.

MobilePay

With your smart phone, you will have the possibility of downloading an app for using your phone to pay in selected stores. It is also possible to send money through your smart phone to other smart phone users. The app is called MobilePay. The app is connected to and developed by various Danish banks, but downloading the app is not dependent on you having an account in the respective bank. All you need is a Danish bank account, a Danish phone number and a NemID.

NemKonto, E-boks, NemID and MitID

NemKonto (Easy Account)

If you are expecting to receive money from public authorities in Denmark, e.g. State Education Grant, you will be asked to state your NemKonto nr. (= EasyAccount No.). When you have opened a Danish bank account, you may use this as your NemKonto and all Danish public authorities will know where to deposit the money to which you are entitled. You will have access to your NemKonto using your NemID, see the section above.

E-boks (E-box)

A Danish E-boks is a secure digital mailbox in which you can receive important bank documents, mail from authorities and many other senders in electronic format instead of paper. For detailed information on E-boks, please visit e-boks.dk.

NemID (Easy ID)

NemID is a digital signature that enables you to have one login for public and private services on the Internet, which exist both as an app and a physical object. For example, it is used for making transactions on netbanking, E-boks (which is a digital mailbox), municipalities' self-service systems, SKAT (the Danish tax authorities), New to Denmark (the official portal for foreigners and integration), libraries, SIRI, online shopping etc.

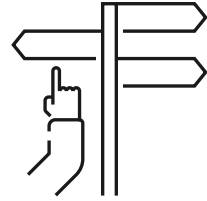
For detailed information on NemID, please visit nemid.nu.

As the online order system for NemID is available in Danish only, and that ordering a NemID requires confidentiality, you should ask your bank to help you order it, or by request, the municipality will issue it for you when you register your entry into Denmark with them.

MitID (My ID)

MitID is a modern digital identification solution replacing NemID. The introduction of MitID started in Denmark in the summer of 2021. You will be automatically notified by your bank when it is your turn to change from NemID to MitID. MitID is gradually implemented throughout 2021 and 2022, so please be patient. For detailed information on MitID, please visit mitid.dk.





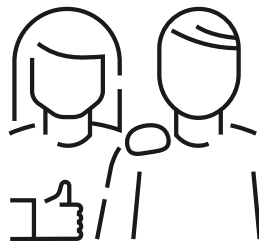
Getting settled in your new home and at SDU Kolding

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Buddy system

At SDU Kolding, we have a buddy system which is constituted by current students who are assigned to a certain number of new international students. One of the duties of the buddies is to pick you up and take you to your new home in Kolding when you arrive, at which time he/she will also give you the key to your new home. Your buddy will also be showing you the sights, taking you to events and helping you in all practical matters. So, when the electricity bill is in Danish or your need to change your address, you need to buy groceries etc., please ask your buddy.



Please don't hesitate contacting your buddy. He or she is more than happy to help you get settled and create a network, and he or she is also very much interested in creating a network with you and other international students. You will find the contact information on your buddy in the welcome e-mail that you receive from Student Services.

House rules

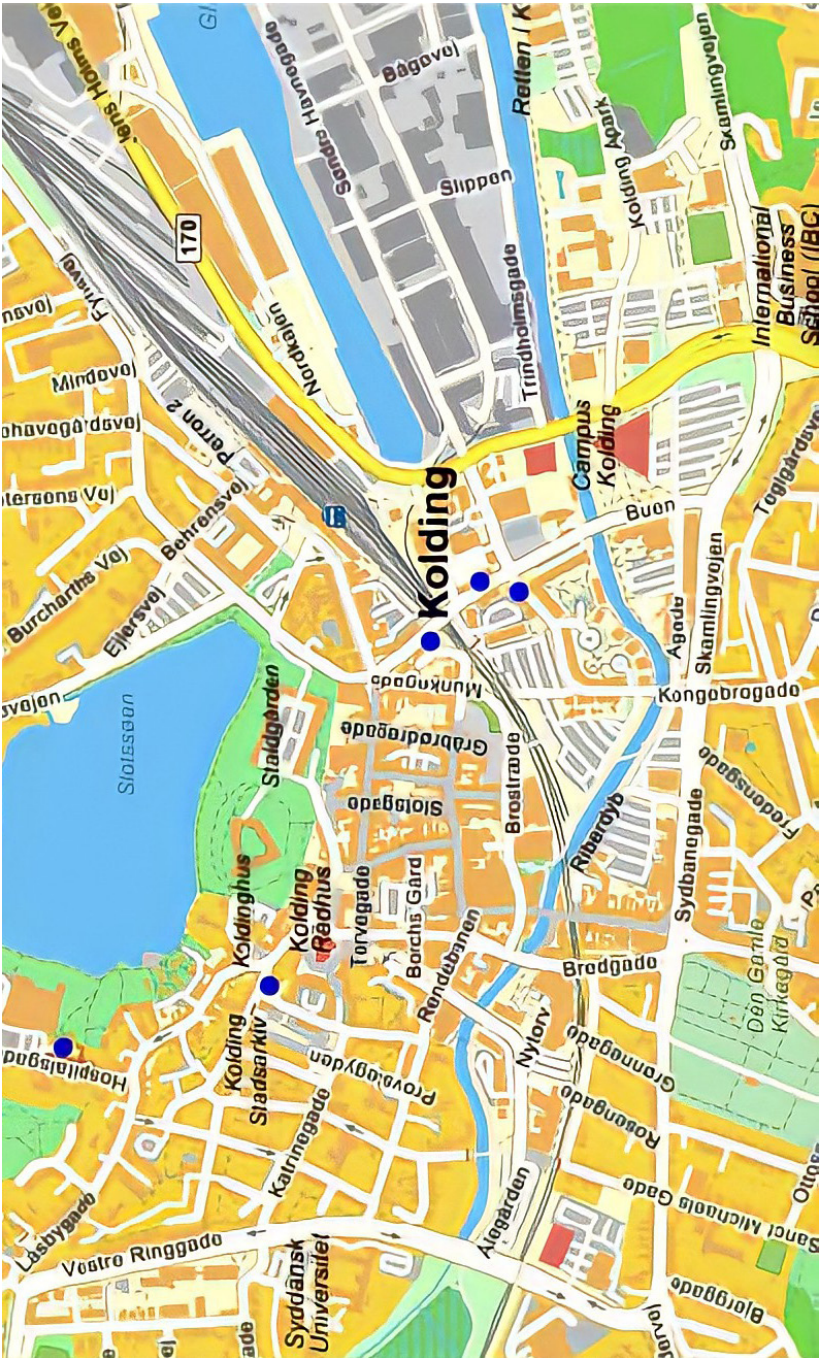
SDU Kolding has a set of house rules that must be followed. Go to MySDU, find your study programme, find Guidance and support in the burger menu, click on the plus sign and Facilities and Kolding. MySDU is currently under reconstruction, so you might find that some pages are not updated.

Address and Postal Service

Within the first days of your arrival, put your name on the door/letter box at your Danish residence, for the postman to find you. Otherwise, you will not receive any mail.

Map of Kolding

The map on the next page shows SDU campus Kolding as a red triangle labelled Campus Kolding. The train station is marked using a blue traincar. The blue dots on the map represent approximate placements of accommodation.



Wireless Networks

There are two wireless networks at SDU:

EDUROAM

- Is for staff and students and requires some setup.
- Use your SDU e-mail address for login and a configuration tool.
- Eduroam is recommended for all mobile devices if within reach.
- You can use Eduroam at all universities in nearly all European countries, so if you travel to some of these, your device automatically logs on this network with your SDU user information.
- A student's favourite connection is EDUROAM since it is secure and is mainly used for exams.

The configuration tools for Eduroam can be found on eduroam.org. If you need assistance to connect to Eduroam, contact IT Service Desk.

For more information, please see: www.sdu.dk/en/om_sdu/faellesomraadet/sdu_it/services/eduroam.

SDU-VISITOR for visitors

- Is for a basic internet connection.
- Since this connection is unencrypted, some systems may warn about this. A confirmation can be required to establish the connection.
- Access requires registration with a valid mobile phone number. Access is valid for 24 hours.

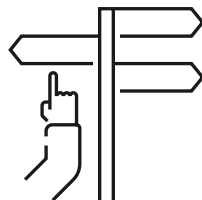
Please note that any use of the wireless network is logged. All authentications are logged. This means that both users and computers are registered.



Checklist

- If you plan to stay in Denmark more than three months you must register with the National Register. All registered residents will receive a civil registration number (CPR. No.) Your civil registration number is written on your yellow health insurance card, which you can also get as an app.
- When going to the National Register, please bring your passport and your residence permit or EU residence document. At the National Register you will be asked to choose a doctor.
- Non-EU/EEA citizens staying in Denmark for more than three months are required to notify the National Register no later than five days after their arrival to Denmark.
- Make sure to read the SDU Kolding house rules.
- We recommend connecting with eduroam, upon your first arrival at campus.





SDU Facilities

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Academic student advisors

An academic student advisor is a student within your own field of studies who guides their fellow students in every aspect of their academic life and activity. Find the contact information on your academic student advisor at the MySDU programme page:

IT Product Design (Go to MySDU, find your programme, go to Contact)

Web Communication Design (Go to MySDU, find your programme, go to Contact)

International Tourism and Leisure Management (Go to MySDU, find your programme, go to Contact)

EMTM (Go to MySDU, find your programme, go to Who helps with what?)

Access

What is an access card and how do I get it?

Your access card to SDU is your Student ID card, which you will receive during the introduction days.

When do I need an access card?

You need an access card to open locked doors with a card reader. The doors are locked outside the university's normal opening hours*.

The outer doors will usually be open:

- Monday - Thursday 7.00 a.m. - 05.00 p.m.
- Friday 7.00 a.m. - 04.00 p.m.
- Weekends: Entrances near scheduled activities will be open 1 hour before and after the time during which the activity occurs. If you want to enter outside these time slots, you must use the card.

You are encouraged to always keep your student ID card with you, as certain parts of campus are always locked.

Do I have to activate the access card?

Yes, you have to activate the access card yourself as follows:

Send an e-mail to adkrobot@sdu.dk

Write the pin you want in the subject box in the following way:
nypin + card no. + the pin code you want

Example: nypin 281213 6541

Remember the spaces. Note that you have to send the e-mail from your SDU student e-mail.

What do I do if I forget my PIN code?

Send an e-mail to adkrobot@sdu.dk

Write the pin you want in the subject box in the following way:
nypin + card no. + pin code you want.

Example: nypin 281213 6541

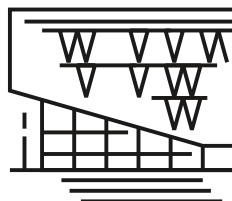
Remember the spaces.

Note that you have to send the e-mail from your SDU student e-mail.

It is important that you memorise your PIN code, as your card will be blacklisted after 3 wrong entries in a row. In this case, please contact the caretakers. See the contact information on page 70.

Access to examination rooms

Please note that for every exam you must bring along your student ID card as identification documentation to be shown to the exam supervisor upon request. If you accidentally forget your student ID card on the exam date, please see your study secretary.



Bookstore and university library

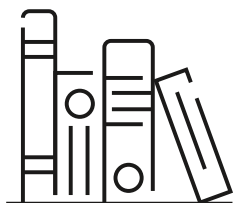
SDU Kolding has extensive library facilities. The library is located on Level 1 (ground floor). The library assistants are always ready to guide you in relation to information search and access to a selection of the study programmes literature. On the [library homepage](#), you can read more about search features and access to the systems both at the university and when you are studying at home. On the library homepage you can search and order books from other campuses or other libraries. The library has a shelf of books for your semester. The books are for general use at the library. Furthermore, you will have computer and internet access at the library, and you will be able to both print and copy. There are places designated for studying for groups as well as individuals.

For opening hours, please click [here](#).

As a student at SDU, you are automatically registered as a library user, and thus, your student card functions as a library card. It is important to note that students cannot borrow all the literature used in the international programme at the libraries. The books used in class will have to be purchased by the students.

The library has a reading room that allows you to concentrate on your studies in quiet surroundings. It is open 24/7 - also when the rest of the library is closed. You can access via a staircase directly from the library or via the building's central staircase tower.

SDU Kolding has an [online bookstore](#), where you can order books relevant to your studies and have them delivered at the library.



Cafeteria

The cafeteria is located on the ground floor and is open on Mondays through Thursdays 7:45 a.m. to 2:30 p.m., on Fridays 07:45 a.m. to 2:00 p.m., and Saturdays (only during teaching periods) 8:30 a.m. to 1:30 p.m.

Here you will find a good selection of sandwiches, salads, hot meals, sweets, cold and hot drinks. A microwave oven and a kettle are available for general use. Additional seating can be found on Level 2 (1st floor).

Read more about the *cafeteria and other facilities* on sdu.dk/en/om_sdu/byerne/kolding/om_sdu_kolding/faciliteter.

MySDU, itslearning and Digital Exam

My SDU

On MySDU, our website for students, you can find information about study start, exams, courses, study boards and who to contact in relation to your studies etc. The site can be accessed from any device with an internet connection on MySDU.dk

itslearning

At SDU, we use itslearning as our e-learn platform. On itslearning, you can get an overview over your courses, what you need to do when, and find course materials, literature etc.

You can access the platform from any computer with an internet connection by clicking the login button in the upper right corner on your study programme's site on MySDU.dk.

Digital Exam (DE)

The digital system at SDU, where you can get an overview of your exam and submit your assignments.

The system is used for all forms of examination; including mandatory and voluntary home assignments, oral exams, class attendances, written exams and Master's theses at SDU.

Learn more about Digital Exam at mitsdu.dk/en/mit_studie/hum/digital_eksamen.

Lockers

On level 1 you will find lockers for storage of personal belongings. For you to have access to a locker, the library will register your name and give you a key. It is possible to borrow a locker for one semester at a time, but you can renew the loan at the library. If you lose the key, you will be charged a fee of DKK 125. If you do not react to the library's enquiry, the library can empty the locker. Content, if any, can be picked up at Technical Services in room 11.16.

Lost property My SDU

If you lose any property or find something you want to return to its owner, contact Technical Services in room 11.16. Lost properties will be stored for 3 weeks. Afterwards it will be given to the lost property office at the police station.

Meeting rooms

Student meeting rooms can be found on level 3 (31.11) and 4 (41.11). Moreover, classrooms may be used, when there are no lessons scheduled. You can book a room here: [Mitsdu.sdu.dk/booking/](https://mitsdu.sdu.dk/booking/). If you have any questions or problems, please call +45 6550 2990. If you do not use the room within the first hour of your booking, the booking will be cancelled, and others will be free to use the room. We reserve the right to change or cancel your booking.

Emergency management plan

As a student at SDU Kolding, you must know what to do in case of an emergency on campus. The emergency management plan for SDU Kolding describes which measures to take. If you are participating in lectures on other campuses, you must also know the content of the emergency management plan of the campus in question. Learn more about [emergency management at SDU \(sdu.dk/en/om_sdu/beredskab_paa_sdu\)](https://sdu.dk/en/om_sdu/beredskab_paa_sdu) and find [emergency management plans for SDU Kolding \(sdu.dk/en/beredskabssider/ko\)](https://sdu.dk/en/beredskabssider/ko).

Offers for students

Graphic center

Graphic center is a modern digital printing service. It offers students at SDU copies of their bachelor or master's thesis. Graphical help is not included in the offer. Read more about Graphic center here: mitsdu.dk/en/service/print.

If you have any questions, please contact Graphic center:

Mail: grafiskcenter@sdu.dk

SDU Sports

As a student at SDU Kolding, you can engage in activities outside the time you spend at the university. With support from the university, the students have started a sports club - SDU Sport Kolding - targeting students and employees at the university. You can join SDU Sport Kolding to meet fellow students, get into shape or just have a good time with physical activities. Currently, SDU Sport Kolding offers soccer, E-sports and other physical activities at student-friendly prices, and all students and employees at SDU in Kolding are welcome. The sports club is dynamic and would like to help you initiate new sports activities. Visit SDU Sports on [Facebook](#).

Student City Kolding

[Studiebykolding.dk](https://studiebykolding.dk) is a joint portal for the students in Kolding. Kolding Municipality and the higher educational institutions in Kolding have a student life coordinator, Malu Møller, who arranges events for all students in Kolding. On the website you can read more about student city Kolding, moving to Kolding and where to find the best student discounts.



Parking

SDU is currently using the parking system APCOA.

Due to construction work on the parking lot next to the university, parking restrictions may vary. However, standard procedure is that you must register your car - either by getting a permanent digital parking permit or by registering a day-to-day parking on the iPad by entrance C (se below).

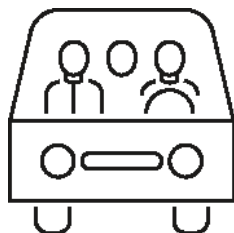
Please always observe the signposted parking rules. You can learn more about parking on sdu.dk/en/service/vejviser/kolding/parkeringsregler_i_kolding.

You can get a digital parking permit by filling in the application form at: apcoa.dk/sdu-kolding-Studieparkering/.

If you do not have a digital parking permit, you can enter your registration number and mobile number on the iPad at entrance C. You will then get a text message with your parking permit. When getting a daily parking permit, remember that it is your responsibility to make sure your car's registration number is entered correctly.

Please park your vehicle in a reasonable way to optimise parking space.

If you have any problems, please contact Technical Services via mail 8888@sdu.dk or phone +45 6550 8888.



Print and Copies

Students may print out via the computers in the library on level 1 or from their own print unit. Use the Wi-Fi for the latter option. You can read more about wireless printing on mitsdu.dk/en/service/print.

Each semester, the university deposits 125 units onto your print/copy account free of charge.

Once you have activated your student card (please see the relevant section in this guide), just hold your student card over the reader of the copier, and you are good to go.

If you need more printouts, you should make a credit card deposit through mitsdu.dk/en/service/print.

The prices for prints and copies can be found on mitsdu.dk/en/service/print. Copiers can be found on levels 1, 3, 4 and 5.

Student Council Kolding

The Student Council Kolding (De studerendes råd Kolding, SRK) represents the social interests of the students at SDU Kolding. This means that they are involved in parties at the university, the intro week and the student café etc. You can read more about SRK on [their webpage\(ubaaden.dk/om-os/\)](https://ubaaden.dk/om-os/) (in Danish).

Student Café

The student café, Café Ubåden (the Submarine), is organised by students and is open every Friday from 12:00 noon. The café offers a great opportunity for students to socialise in a relaxed atmosphere. The cafe serves both alcoholic and non-alcoholic beverages. Please see the [student café's website \(ubaaden.dk/\)](https://ubaaden.dk/) for more information (in Danish).



Academic Calendar

Autumn semester	1 September - 31 december
	Exams take place in December/January
	Re-exams take place in February
Spring semester	1 February - 31 May
	Exams take place in May/June
	Re-exams take place in August

Check your exam plan on MySDU and your course plan on itslearning to see when it is possible for you to leave for Christmas and summer holidays and when you need to be back.

For further information, please see under "Public Holidays" and under "Daily Life in Kolding" in this guide.

Holidays

Autumn	Week 42
Christmas	Please note that exams are in December and January and there is no official Christmas holiday
Easter	From Tuesday before Easter till Tuesday after Easter
Summer	1st of July until 31st of August (with the provision that August is the re-examination month, and that EMTM students' thesis submission date is 15 July)

Check your exam plan on MySDU and your course plan on itslearning to see when it is possible for you to leave for Christmas and summer holidays, and when you need to be back.

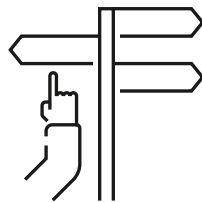
For further information, please see under "Public Holidays" and under "Daily Life in Kolding" in this guide.

Campus Map

On the next page is a map of the university campus.

If you want to access the map digitally or print it in a larger size, you may find this link useful: sdu.dk/en/om_sdu/byerne/kolding/om_sdu_kolding/faciliteter.





Your life as a student in Kolding

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Do you need help?

During your course of study, you may need help from the university staff. In some countries contacting the university staff is considered to be embarrassing, intimidating and very official. At SDU, you do not have to worry about that, as we consider helping you to be a natural thing, and we are more than happy to assist.

Below, you will find a guide to self-help and who to contact, if you cannot solve the issue yourself:

Self-help

Many of your questions may be answered, if you check:

- [MySDU.dk/en](https://mysdu.dk/en) for EMTM, MA in International Tourism and Leisure Management, MSc in IT - Web Communication Design, and MSc in IT - Product Design
- [Itslearning \(sdu.itslearning.com\)](https://sdu.itslearning.com)
- [Digital Exam \(mitsdu.dk/en/mit_studie/hum/digital_eksamen\)](https://mitsdu.dk/en/mit_studie/hum/digital_eksamen)
- [Your student e-mail \(logon via MySDU\)](#)
- [Overview of counselling services, go to Mysdu.dk/en \(find your study programme and "Help and Guidance in the right-side menu\)](#)

Practical and administrative issues and issues on moving to, living in and leaving Denmark

Contact your study secretary, if you need help understanding the general rules, have questions about your student card, registration for courses and exams, leaves, withdrawal, deadlines, student confirmations, questions related to Danish authorities (entering and leaving Denmark) and much more. If you are in doubt as to where you can find the help that you need, please contact us, and if we do not know the answer, we will refer you to the right person.

You can reach your study secretary by writing to Studieser-vice-ko@sdu.dk. You can also call us or visit us on campus. Please see the contact information on page 69.

Contact your buddy, if you need help

- getting settled and creating a network with Danes and other international students
- finding the cheapest groceries or a doctor or a dentist
- finding your way around Kolding and campus and the staff that can answer your questions
- finding the best meeting places for students in Kolding
- getting help if you accidentally lock yourself out of your room
- figuring out how the cafeteria on campus works, finding the printers on campus and much more...

Read more about the buddy system and how to get in touch with your buddy in the section: Getting settled in your new home and at SDU Kolding.

IT Services

If you have problems with accessing the wi-fi on campus or with some of the systems that we use at SDU, please contact IT Services (2990@sdu.dk). You are also more than welcome to visit IT Services. Please see the contact information on page 66.

The caretakers/The accommodation officer

If you have lost your student card or any other important things, or if you have issues related to your accommodation, please see the caretakers. Contact information on page 70.

SU office

If you have questions that relate to the Education Grant and Loan Scheme in Denmark, please contact SDU's SU office (page 49).

Student job/career guidance

If you are looking for a student job, or if you would like to talk to someone about your career possibilities, please see page 46. (Overview of counselling services).

Educational Law and Registration

If you are not able to register for the courses or exams that you would like to take, please contact Educational Law and Registration through SPOC (spoc.sdu.dk). However, you are also always welcome to contact Studieservice-ko@sdu.dk in that regard.

Library counselling

If you would like assistance in searches for information and literature, you can book a librarian (search on sdu.dk).

Academic issues

Your academic student advisor

If you need sparring, knowledge, good advice on student life on your programme or on academic matters relating to your programme, please contact your academic student advisor.

Find your academic student advisor by going to MySDU.dk/en, find your study programme and "Contact" in the right-side menu (for EMTM, it's "Who helps with what").

Your teachers

If you have specific questions on the academic content in your courses, please contact your teachers. You will be able to contact them through itslearning.

The Head of Study of your study programme

If you have matters of principle related to academics, please contact the Head of Studies. Contact information on page 66.

Your Study Board

If you need an exemption from the [study regulations \(www.sdu.dk/en/delt/mitsdu/vejledning/studieregler\)](http://www.sdu.dk/en/delt/mitsdu/vejledning/studieregler). Exemptions require [exceptional circumstances \(www.sdu.dk/en/delt/mitsdu/vejledning/studieregler/dispensation/usaedvanlige_forhold\)](http://www.sdu.dk/en/delt/mitsdu/vejledning/studieregler/dispensation/usaedvanlige_forhold) which you must be able to document. If, for example, you want to cancel your registration for a course or an exam, if you have used your three exam attempts, if you do not comply with the study activity and time limit rules, if you want to change the conditions of your examination or postpone a deadline, you must apply for an exemption from your Study Board. Go to MySDU, find your study programme, find "Study Board" in the right-side menu. EMTM, please contact Studieservice-ko@sdu.dk.

The Student Guidance Service

If something unexpected happens to you and you get delayed in your studies, the Student Guidance Service can help you get an overview of your situation and prepare an individual study plan. Go to MySDU.dk/en, find "Help and Guidance in the right-side menu".

Personal issues

The General Study Counselling

If you are feeling lonely or homesick, if you are not thriving on your study programme, or if you are having problems finding the right study techniques or having difficulties in finding your way in relation to academic practices. Go to MySDU.dk/en, find your study programme + "Help and Guidance in the right-side menu".

Special Needs Support

If you have a mental or neurological diagnosis, a physical disability, dyslexia or discalcula.

Go to [MySDU.dk/en](#), find your study programme + "Help and Guidance in the right-side menu.

Education Grant and Loan Scheme in Denmark (SU)

The Education Grant and Loan Scheme (SU) helps Danish students cover their living costs for a great variety of courses and studies.

As a rule, foreign students enrolled in Danish courses of study are not eligible for educational support. Exceptions are made based on specific conditions. To the extent that EU rules and regulations make it possible, EU citizens can gain support from the Danish system.

You can read more on [SU.dk](#), SDU's SU office (Go to [MySDU.dk/en](#), find your study programme + "Help and Guidance in the right-side menu). Contact SDU's SU office via spoc.sdu.dk.

Student job

SDU has a **job bank**, where you will be able to search for student jobs: jobbank.sdu.dk. Many of the job offers require that you speak Danish, but it is possible to find a student job as an international student as well.

The vacant positions at SDU are listed here: www.sdu.dk/en/om_sdu/ledige_stillinger.

Other than that, there may be vacant positions at hotels, restaurants, within cleaning etc. that does not require you to speak Danish.

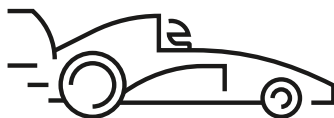
You are also always welcome to contact [SDUcareer](#) (go to [MySDU](#), find "Job and Career in the top menu), ask your academic student advisor or your buddy (please see the relevant sections in this guide).

Avoid paying back your SU

If you decide to get a student job and receive SU, you need to make sure that you do not work and earn too much, as you will need to pay back some or all of your SU if you do. Please see [SU.dk](#) for more information.

Buying a car in Denmark

Foreign nationals driving their own car in Denmark can apply for exemption from paying the Danish vægtafgift (tax on motor vehicles according to weight), if they stay for less than one year. For detailed information, please see [skat.dk](https://www.skat.dk) ([scroll down to get the English version](#)).



Trains, buses, rental cars and bicycles

Trains

From Kolding train station, you can take a train to other places in Denmark. Remember to buy a ticket or use the electronic ticket '[Rejsekort](#)' in order to avoid getting fined. If you want to be sure that you will have a seat, please remember to book one, this can be done both at the station, the website and DSB app.

Buses

There are regional buses (regionale busser) and buses only driving within the city limit (bybusser). All buses within the city limit depart from and arrive at Klostergården. Please check [sydtrafik.dk](https://www.sydtrafik.dk) for more schedules (only available in Danish).

Rental cars

Addresses can be found online (search for Biludlejning).

Bicycles

In Denmark, bicycling is a very common form of transportation. In most towns there are bicycle paths. If you are interested in purchasing either a new or a second-hand bicycle, you may try at a local bicycle dealer or you may attend the sale of lost properties at the Police Station - contact Kolding Police Station for further information by phone +45 7932 1448.

Taxis

Taxis are normally available from the train station, town center and the airport. A taxi may be ordered by calling +45 7550 2700.

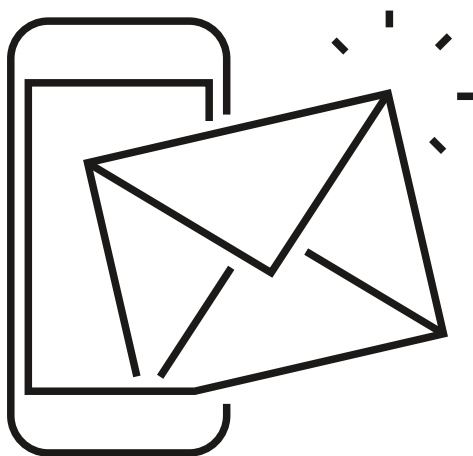
Postal service and change of address

If you move while you are staying in Denmark, you will have to inform Student Services (studieservice-ko@sdu.dk), the local post office (postnord.dk) and the National Register (borgerservice.dk) of your new address, preferably before you move or no later than 5 days after. The online service is in Danish, so please ask your buddy to help you. Your mail will automatically be forwarded to your new address for six months after moving.

Also, remember to inform Student Services, if you change your phone number or your private e-mail address.

If you are expecting a package sent by regular mail, the national postal service, Post Nord (postnord.dk), will deliver it to your address during weekdays. If you need to send letters or packages, you can go to the supermarket in the city centre called Føtex, or contact a parcel service company, like GLS, UPS, DHL or DAO.

When you leave Denmark, you must notify the National Register no later than five days prior to your departure. You will get more information about that during your introduction days.



Public libraries

Kolding's main library (Kolding Bibliotek) is situated just opposite the railway station in the city centre. You can borrow books, access the internet, etc. via your health insurance card. Pay attention to deadlines for return of books. In case of late delivery, the library will charge a fee. For opening hours and specific address, please see the contact information section in this guide.

Pharmacies

There are five pharmacies in Kolding. Please, see the section "Contact information" for opening hours, addresses and telephone numbers. Outside the opening hours, ONE of the two pharmacies in the city is open for emergencies. Please, call one of the telephone numbers to find out which one is on duty.

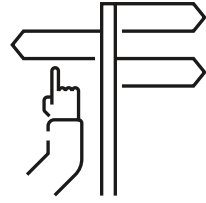
Telephone calls

Telephone calls to foreign countries: Dial 00 + country code + subscriber's number omitting the initial 0 (when calling Italy, do not omit the initial 0), if any. Country codes and instructions for using the telephone can be found on countrycode.org. The country code for Denmark is 45.

Language courses in Danish

Kolding Municipality offers Danish language courses to foreign nationals. If you are interested in attending a Danish language course, please contact Student Services or see: sprogskolen.kolding.dk





Emergencies and practical information

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Medical treatment

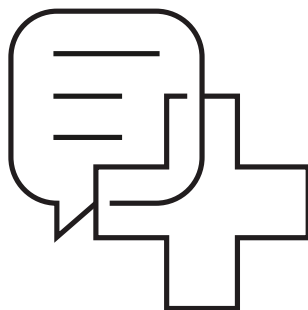
Stays exceeding three months

If you are staying in Denmark on a residence permit or an EU residence document, i.e. if you are staying in Denmark for at least three months, you are automatically included in the Danish Health Insurance Scheme, when you register at the National Register. This gives you the right to free medical treatment by a general practitioner and in public hospitals as soon as you have your CPR. No. (yellow health insurance card). You will receive further information from Student Services on how to obtain the card.

Please note that you are not covered by the Danish Health Insurance Scheme until receipt of the Danish, yellow health insurance card, and you are therefore advised to take out personal health insurance to cover this part of your stay.

When you register at the National Register, you will be asked to choose a general practitioner, and it may be a good idea to ask your buddy to recommend one. The personal registration number, which you receive, also serves as your health insurance number.

After your registration, you will receive a yellow health insurance card. Always remember to bring the card, when you see your doctor or your dentist. The name, address and phone number of your doctor will be printed on the card. When leaving Denmark, the yellow card must be returned to the National Register.



Stays shorter than three months

If your stay in Denmark is shorter than three months, you are not automatically covered by the Danish Health Insurance Scheme. The rules applicable vary according to nationality:

- Nationals from the Nordic countries are entitled to the same medical treatment as Danish nationals. Bring your national ID card.
- Nationals from the EU countries are entitled to medical treatment in emergency cases, and, provided they bring an EHIC from their home country, to the same medical treatment as Danish nationals. Read more about the EHIC on ec.europa.eu/social.
- Non-EU students are NOT covered by the Danish Health Insurance Scheme and are therefore strongly advised to take out personal insurance to cover expenses for medical treatment during their stay in Denmark. The International Health Insurance Sygeforsikringen "danmark", phone: +45 3315 3099, may advise you, if you do not have an insurance from your home country.

How to get in touch with a doctors

Most doctors have open consultations for a couple of hours every day. Another option would be to call and get an appointment. The phone number of your doctor can be found on your yellow health insurance card. You must always remember to bring the card.

If you need to consult a doctor on weekdays between 4:00 p.m. and 8:00 a.m., during weekends or public holidays, you must call the doctor on duty (Lægevagten) on phone no. +45 7011 0707. Lægevagten is situated at the hospital. Find the address in the chapter "Contact information".

Dental treatment

Stays exceeding three months

Dental treatment is subsidized, but the amount varies according to the treatment given. You are therefore advised to ask the dentist in advance what the treatment will cost you.

Dental treatment is fairly expensive in Denmark. You must always remember to bring your yellow health insurance card.

Stays shorter than three months

For foreigners staying in Denmark less than three months, dental treatment is not subsidized, as such persons are not considered Danish residents. You are therefore advised to take out personal insurance to cover any possible dental treatment. When contacting a dentist, you will be required to pay in cash.

How to get in touch with a dentist

If you need dental treatment, you are free to choose your dentist. Use Kraak.dk and look up Tandlæger Kolding or ask your buddy to recommend one. Please notice that you will usually have to make an appointment in advance.

Emergencies

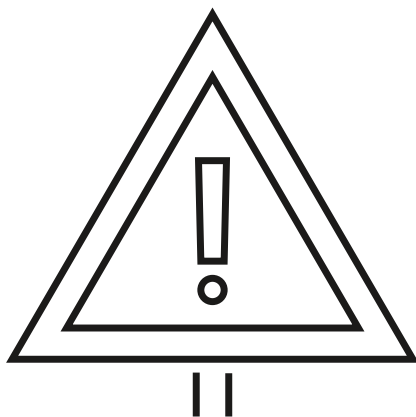
Contact the dentist on duty (Tandlægevagten i Region Syddanmark) on phone +45 9944 0809 between 9:00 –12:00.

A fee will be charged for treatment.

Emergency services

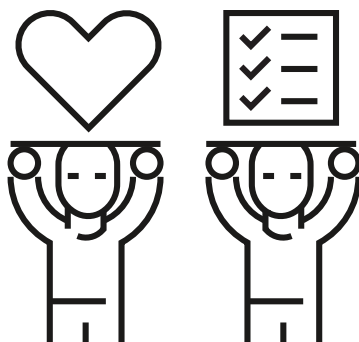
In case of emergency, dial 112 (call toll free from all phones). Ask for an ambulance, the police or the fire department, state your name, address and the telephone number you are calling from. Stay by the telephone until your information has been confirmed.

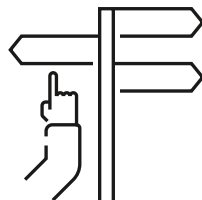
If you need emergency treatment, you should contact the Accident and Emergency Department at Kolding Hospital (Kolding Sygehus, Skadestuen), which is open around the clock for minor injuries incurred within the last 24 hours. On those conditions emergency treatment is free. Find the address in the chapter "Contact information". Always call first to make an appointment on +45 7011 0707.



Checklist

- Follow the steps in this guide to get access to the campus building
- Acquaint yourself with both the city and the campus facilities
- Read the emergency plan
- In case you need to see a doctor, remember to bring your yellow insurance card
- Enjoy your stay and keep yourself updated on your courses and exams at [MySDU.dk](https://mysdu.dk), [itslearning](#) (logon via [MySDU](#)) and [Digital Exam](#) (logon via [MySDU](#)).





Formalities, transcripts and diplomas

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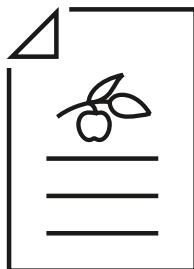
The Danish grading scale

Examination assessments in Denmark are based on the 7-point grading scale:

Mark:	Assessment:
12	Is given for an excellent presentation that demonstrates a high level of command of all aspects of the relevant material and containing no or only few minor weaknesses.
10	Is given for a very good presentation that demonstrates a high level of command of most aspects of the relevant material and containing only minor weaknesses.
7	Is given for a good presentation that demonstrates good command of the relevant material but containing some weaknesses.
4	Is given for a fair presentation that demonstrates some command of the relevant material but containing some major weaknesses.
2	Is given for a presentation meeting only the minimum requirements for acceptance.
0	Is given for a presentation not meeting the minimum requirements for acceptance.
-3	Is given for a presentation that is unacceptable in all aspects.

Some courses may only be assessed as Passed/Not Passed (Bestået/Ikke bestået) or Approved/Not Approved (Godkendt/Ikke godkendt) with no further grading.

As the grading scales of some countries do not translate directly to the ECTS or Danish grading scales, we recommend that students from Asia and the USA contact Student Services for guidance on the matter.



The ECTS grading scale

As a part of the European Credit Transfer System (ECTS) an ECTS grading scale has been developed. It is not meant to replace the local grading scales, but it may help the institutions interpret the grades awarded to ECTS students and facilitate the comparison of results from one country to another. The grading scale looks as follows:

A-EXCELLENT	Outstanding performance with only minor errors
B-VERY GOOD	Above the average standard, but with some errors
C-GOOD	Generally sound work with a number of notable errors
D-SATISFACTORY	Fair but with significant shortcomings
E-SUFFICIENT	Performance meets the minimum criteria
FX-FAIL	Some work required before the credit can be awarded
F-FAIL	Considerable further work is required

A comparison between the ECTS grading scale and the Danish grading scale looks as follows:

Danish grade	ECTS-grade
Mark	ECTS
12	A
10	B
7	C
4	D
02	E
00	FX
-3	F

Transcripts and diplomas

Transcripts

At all times, as a student, you have the possibility of printing out a grade transcript from the Student Self-Service portal read more about it at [MySDU.dk/en](https://mysdu.dk/en) (logon to SDU Student Self-Service in the upper right corner).

Exchange and guest students:

When you have completed your final exam at SDU, [Educational Law and Registration \(sdu.dk/about-sdu/central-administration/student-services/\)](https://sdu.dk/about-sdu/central-administration/student-services/) will make a digital transcript for you. You will receive an e-mail from SDU with a link to where you can download it. Please notice that there will be some processing time, before you receive the e-mail. Also please notice that you are responsible for passing your transcript on to your home university.

Diplomas

Full degree students:

For full degree students, SDU issues digital diplomas. This means that you will not be receiving a hard copy. Please read more at [Mysdu.dk/Study-programmes/diploma](https://mysdu.dk/Study-programmes/diploma).

EMTM students:

EMTM students will receive a joint diploma signed by the three universities. Only Danish EMTM students will receive a digital diploma from SDU.

Formalities when you prepare to leave

Accommodation

When you prepare to leave, check the notice for termination of your tenancy agreement, give notice and schedule a time for moving out inspection with your landlord. In order for your landlord to reimburse your deposit, he or she will need your home address. Remember to inform the accommodation office of your new address, and hand in your student card to Student Services before departure.

Educational Law & Registration

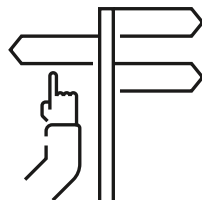
It is your responsibility to give your home university a copy of your transcript, the only copy sent will be to you at the address that you give Educational Law & Registration (see page 62) in preparation for your departure, along with your full name and CPR. No.

National register

You must notify the National Register/Citizen service center in Kolding (Folkeregisteret/Borgerservice) that you are leaving, before you do so, and hand in your yellow insurance card.

Checklist

- Contact Educational Law & Registration and inform them of your full name, your CPR. No. and your address stating the date from which the new address is to take effect. It is your responsibility to give your home university a copy of your transcript. Also inform the accommodation office of your new address.
- Make sure that your housing association/your landlord has your home address, so that they can reimburse your room deposit.
- Notify the National Register/Citizen service center in Kolding (Folkeregisteret/Borgerservice) that you are leaving and hand in your yellow insurance card.
- Also remember to hand in your student card to Student Services, before you leave.



Contact information

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Bookstore

Phone: +45 4422 3800

E-mail: academicbooks@academicbooks.dk

Web: academicbooks.dk

For opening hours, please see the website

Bus Station

Mazantigade 12-14, 6000 Kolding

Web (in Danish): sydtrafik.dk

Danish Agency for International Recruitment and Integration (SIRI)

SIRI (The Danish Agency for International Recruitment and Integration) performs the tasks in relation with EU registration. There are offices in **Copenhagen, Odense, Aalborg, Aarhus** and on **Bornholm**

For local addresses: www.nyidanmark.dk/da/Kontakt-os/Kontakt-SIRI/SIRIs-afdelinger

Danish Immigration Service

Farimagsgade 51A, 4700 Næstved

Phone: +45 3536 6600

Contact the Danish Immigration Service, please see

www.nyidanmark.dk/en-GB/Contact-us/Contact-the-Danish-Immigration-Service

Web: newtodenmark.dk

Dental emergency service

(Tandlægevagten)

Phone: +45 9944 0809

Opening hours: 9:00 a.m. - 12:00 noon, only weekends and public holidays. There are three dental emergency services in this region, one in Esbjerg, one in Kolding and one in Odense.

Emergency calls

Dial 112 (toll free from pay phones)

Police only, dial 114 (toll free from pay phones)

Heads of studies

MA in International Tourism and Leisure Management:

Bodil Stilling Blichfeldt, e-mail: bsb@sdu.dk

EMTM:

Janne Liburd, e-mail: liburd@sdu.dk

MSc in IT - Web Communication Design:

Stig Børsen Hansen, e-mail: stbh@sdu.dk

MSc in IT - Product Design:

Jacob Buur, e-mail: buur@sdu.dk

IT Services

Room 21.49

IT Support: 2990@sdu.dk

Mr Erik Pedersen

Mr Palle E. Nielsen

Mr Danny Japsen

Kolding police department

(Kolding Politistation)

Birkemose Allé 23-25, 6000 Kolding

Phone: 114

E-mail: sojyl@politi.dk

Kolding Railway Station

Banegårdspladsen 4, 6000 Kolding

Phone (DSB) : +45 7013 1415

Web (DSB): www.dsb.dk

Kolding Youth Housing Assignment

(Kolding Ungdomsbolig Anvisning, abbreviated KUA)

Nytorv 11, 6000 Kolding

Phone: +45 7979 7525

E-mail: student@kolding.dk

Web: studentkolding.dk

Medical emergency service

(Lægevagten/Skadestuen)

Sygehusvej 24, entry 26, 6000 Kolding

Phone: +45 7011 0707 - always call first to make an appointment

Opening hours: Mondays through Fridays 4:00 p.m. - 8:00 a.m.

Weekends and public holidays 24 hours

National Register/Citizen service center

(Folkeregistret/Borgerservice)

Nytorv 1, 6000 Kolding

Phone: +45 7979 7979

Opening hours:

Mondays through Wednesdays 10:00 a.m. - 2:00 p.m.

Thursdays 10:00 a.m. - 6:00 p.m. Fridays 10:00 a.m. - 2:00 p.m.

You must book an appointment online: selvbetjening.kubedata.dk/lang-en-gb/kolding/portal.

Pharmacies

(Apoteker)

Ulveapoteket Sønderbro

Søndergade 7, 6000 Kolding
Phone: +45 7552 0122

Kolding Løveapotek

Jernbanegade 26, 6000 Kolding
Phone: +45 7552 4233

Kolding Løveapotek

Kolding Storcenter, Skovvangen 42, Kolding Strøggaden
Phone: +45 7552 4233

Løveapoteket Vonsildvej

Vonsildvej 1G, 6000 Kolding
Phone: +7552 4233

Ulveapoteket

Palmeallé 2, 6000 Kolding
Phone: +45 7552 0122

Main public library of Kolding

(Kolding Bibliotek)

Slotssøvejen 4, 6000 Kolding
Phone: +45 7979 1100
E-mail: bibliotek@kolding.dk
Web: koldingbib.dk

SDU

Universitetsparken 1, 6000 Kolding
Phone: +45 6550 1000

Head of Student Services

Mrs Ann Marie Sindt Lauridsen
Room 21.44
Direct phone: +45 6550 8782
E-mail: amsl@sdu.dk

Incoming and current international students on all study programmes at SDU Kolding**Student Services**

Lone Møland Munch
(also study secretary for MA in International Tourism and Leisure Management and EMTM)
Room 21.55
Direct tel.: +45 6550 1312

Marianne Fræhr Thomsen
(also study secretary for MSc in IT - Product Design)
Room 21.45
Direct tel.: +45 6550 1316

Cicilia Kristine Ellegaard Lassen
(also study secretary for MSc in IT - Web Communication Design)
Room 21.57
Direct tel.: +45 6550 1317

Address:
Universitetsparken 1, 6000 Kolding, level 2
E-mail address: Studieservice-ko@sdu.dk
Phone: +45 6550 1101

Opening hours: Mondays through Fridays 10:00 a.m. - 2:00 p.m.

Student council Kolding

(Studerendes Råd Kolding, abbreviated SRK)

E-mail: srk@srk.sdu.dk
Website: www.ubaaden.dk/om-os/#1506612241053-c1791ec6-edb7

Technical Services

Accommodation for international students

Hans Thygesen Room 11.16

Direct phone +45 6550 1421

E-mail: bolig-ko@sdu.dk

Office hours: Mondays through Thursdays 10 a.m. - 1 p.m.

University caretakers

Room 11.16

Caretaker support: pedeller-ko@post.sdu.dk

Mr Hans Thygesen

Direct phone: +45 6550 1421

E-mail: hat@sdu.dk

University library

Mrs Gitte Bach Markussen

Direct phone: +45 6550 1431

E-mail: kolding@bib.sdu.dk

Web: www.sdu.dk/en/bibliotek/dit+bibliotek/kolding



University of
Southern Denmark

Universitetsparken 1
DK-6000 Kolding

