

STUDENT SERVICES

Faculty of Life Sciences (LIFE),
University of Copenhagen (KU)

Thorvaldsensvej 40

1871 Frederiksberg C

Tel.: 3533 3533

E-mail: studentservices@life.ku.dk

WELCOME TO LIFE

This folder includes a map of LIFE's Frederiksberg campus to make it easier for you to find your way around. The folder also provides an overview of information, support and guidance services for students at LIFE.

STUDY START INFORMATION

In order for you to get the best possible start at LIFE, we recommend that you visit our study start website: www.life.ku.dk/english/studystart. The study start pages provide information about welcome events, services and facilities for students, the faculty's wireless network etc. You will also find links to the services and websites mentioned in this folder.

ONLINE INFORMATION SYSTEMS

It is important that you familiarize yourself with the online information systems that we use at LIFE and KU. A short introduction to the systems is provided here. You will find more detailed information about the systems at the study start website www.life.ku.dk/english/studystart. Username and passwords to access the systems will be sent to you in the admissions letters from KU and LIFE.

KUnet: This is the University of Copenhagen's intranet where you will find information about your ID card, courses at other faculties etc.

Absalon: This is an online communication forum for teachers and students at LIFE. From Absalon you can download course materials for the courses you attend, find out where courses are held, and communicate with your fellow students and teachers. Use Absalon to keep updated on important information and messages from LIFE.

STADS Online Student Services: You use STADS to sign up for courses and exams, to cancel your participation in others and to find your examination number and print exam results.

Netforum: The students' own online network. It provides information about student unions and associations at LIFE and is an easy way to get in touch with your fellow students.

LIFE'S HOMEPAGE (WWW.LIFE.KU.DK/ENGLISH)

This is where you will find general information and news concerning the Faculty and your studies. It is important that you get familiar with the "For students" pages (www.life.ku.dk/english > Education > For students) as this is where you will find e.g.:

The curriculum for your study programme, which describes rules and regulations, the structure of the study programme, what counts as study activities, conditions related to exams etc.

The info pages "What you need to know about course activities" and "What you need to know about exams"

Deadlines and registration dates

Course information with descriptions of the core content of the courses as well as practical information about, e.g., language of instruction, block placement and week structure.

GUIDANCE AND SUPPORT SERVICES

Student Services

Your entrance to most services at LIFE. Student Services offers support and guidance in areas such as study planning, how to write applications for credit transfer or exemption, how to do part of your study programme abroad, career development or personal matters. You can also use our "Project Support" to get assistance in relation to projects or your thesis. Student Services is open Monday-Thursday 9.00-15.00. However, the very first week of the new academic year (week 36) our office is open Monday-Friday 7.30-15.00. At the Student Services homepage you can find information about events, study planning and general information of importance to your studies at LIFE, please see www.life.ku.dk/English > Education > For students > Student Services.

Study and Students' Affairs

Study and Students' Affairs is responsible for student records and transcripts and for the practical planning of examinations. Study and Students' Affairs also deals with rules and regulations concerning course enrolment. At Study and Students' Affairs you will also find the Secretariat for Internationalisation and the Secretariat for Admission and International MSc Programmes. Information about opening hours is available at www.life.ku.dk/english > Education > For students > Contact.

Student IT Support

Student IT Support can help you if you have IT problems or cannot access the wireless network. Find the opening hours and a list of introductory events in the beginning of the new academic year on the Study Start website: www.life.ku.dk/english/studystart.



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FACULTY OF LIFE SCIENCES
UNIVERSITY OF COPENHAGEN



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| <p>1 Student Services
See opening hours at www.life.ku.dk/studentervices</p> <p>2 Study and Students' Affairs
Open Monday and Thursday from noon to 4 pm and Wednesday and Friday from 9 am to 1 pm.</p> | <p>3 Student IT Support
Open weekdays from noon to 2 pm. Phone help is open from noon to 4 pm. Tel 353 32348.</p> <p>4 Secretariat for Internationalisation
(Exchange students)</p> <p>5 Secretariat for Admisson and International MSC-Programmes
(Full-degree students)</p> | <p>6 IT
Open weekdays from 8 am to 4 pm in room A122. Tel. 353 32105.</p> <p>7 Information Desk</p> <p>8 Building Services
Open weekdays from 6 am to 4 pm. In Case the Information Desk is closed please go to the Building Services.</p> | <p>9 Library</p> <p>10 Book store</p> <p>11 DSR office (Student association)</p> <p>12 Canteens
LIFE has two canteens."Gimle"at Acaciavej and "Gumle" in Vandrehallen.</p> <p>13 A-vej (Friday bar)</p> | <p>14 The Housing Department</p> <p>D Decentralised computer rooms</p> <p>G Group rooms</p> <p>P Printers and photo copying fac.</p> <p>S Student work stations</p> <p>Wireless network area</p> | <p>X Street no.</p> <p>AX-XX.XX Lecture room no.</p> <p>X-0X IT training room</p> <p>BUS Bus no.</p> <p>BUS LIFE Bus stop</p> <p>P Parking</p> |
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