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# Welcome

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## Dear fellow students

You are looking at the Rusbook 2024. The Rusbook is here to help you get an insight of the academic, social and logistic part of DTU. You will find practical information about the daily life as a DTU student, everyday life on campus, and some of the opportunities available through DTU and Polyteknisk Forening, the student association at DTU.

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# Welcome from PF

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Dear new fellow students

Congratulations! Welcome to The Technical University of Denmark (DTU), a world class engineering education. And additionally a warm welcome to the student association Polyteknisk Forening (PF) which takes care of the students interest socially, politically and academically at DTU. The journey you have now started will be filled with excitement, challenges and also plenty of fun. At the same time you will also be entering a whole new world of academia, with new structures of your everyday life. You have been accepted to a world class university, and are now students, with responsibility for your own learning. Courses and exams will not always be a dance on roses, and will require you to put in a large amount of working hours each week. And perhaps you will fail along the way and that is okay, almost no one goes through their studies without failing something and that is a part of life at a university of this caliber. During those challenging times with either a hard assignment, experiment or failed exam, you will probably also experience some academic frustration which is very natural. But know that the frustration you may feel with yourself when you hit a brick wall, is not a sign that you are not capable. On the contrary, it is a sign that you are trying to wrap your head around a difficult subject which you do not yet understand, and it is a sign that you are progressing towards becoming the best possible engineer. Know that being frustrated with yourself is completely normal, and something which all students go through, new and old.

**Natasha  
Hougaard**  
President of  
Polyteknisk



*"On behalf of  
Polyteknisk Forening."*



When you want to escape the studies and assignments PF is the place to go. PF is a world class student organization and we are constantly working on improving the everyday life of all students at DTU. PF is the oldest student association in Denmark, and we are still standing strong. We represent all students at DTU and work to ensure that everyone has the opportunity to experience a great social and study environment. PF manages S-Huset which you can use as a place to study, hang out with your friends after a long day of calculations or attend parties. By becoming an active member in PF, you can obtain a strong social and academic network. This will benefit both your career, and I guarantee it will make your time at DTU fantastic. DTU and PF cooperate in a great and unique way, which ensures the representation of students in many important parts of the university. Just as DTU has large expectations for us as students, we likewise have large expectations as students for DTU. I sincerely hope that you will become a member and become a part of our amazing student union.

I hope your time here at DTU, whether it will be long or short, will be filled with great experiences and learning, both socially and academically. On DTU and in PF we have an open door policy, so you can always reach out if you need any help or just to say hi.

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Because here at DTU we help each other. I am looking forward to meeting you and your fellow students in the hallway, and the way you will impact both DTU and PF.

Welcome to DTU and best of luck with your studies!

## Welcome from DTU

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Dear new DTU students,

I've very much been looking forward to welcoming you all to DTU!

This year we are yet again welcoming more new students than ever before. This is good because Denmark—and indeed the world—genuinely need more engineers. And at DTU, we develop sustainable technologies that will help solve some of the world's significant challenges in areas such as healthy living, climate change, and the green transition in general. At DTU, we develop technology for people.



**Anders O. Bjarklev**  
President of DTU

*“Welcome!”*



We have set ourselves the ambitious goal of offering Europe's best engineering education—nothing less. And we're well on our way to fulfilling that ambition. We're an internationally recognized elite university. We're known for our high academic standards, unique learning environment, and particular educational culture of combining theory and practice. Not least for our openness, it is straightforward for you as students to contact our researchers and lecturers.

We have all experienced that the past year has been extraordinary. Nevertheless, after the lockdown and now the reopening, I am very optimistic on behalf of DTU. The year has shown that we have a fantastic community and a great sense of responsibility towards each other and our University. It bodes well for the future at DTU—and I'm exceedingly pleased to be inviting you to become part of our community.

I wish you all a perfect start to your studies and a rewarding time as students at DTU.

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# Bachelor Study Start

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## How to DTU

The digital study start course "How to DTU" on DTU Learn takes you through everything you need to know to get off to a good start with your student life at DTU.

In "How to DTU", you meet your head of study and some of the vectors for your studyline. You get practical information about starting your studies, an introduction to the rules and framework for your education, and tips and tricks to get the best out of your studies and to create a good student life.

### How to log in to "How to DTU"

You log in to "How to DTU" with your DTU account, which you can activate once you have accepted your study place. It is stated in your admission letter how you do this.

## Introduction Week

It is very important for DTU and Polyteknisk Forening, that you, as a newly started student at DTU, have a great start on your study program. You are therefore given the opportunity to participate in an introduction day and to sign up for a rustrip. Every year, around 270 vectors (rus guides) are educated to help you through your first semester.

Whole week containing Introduction Day and Introduction Trips is called Introduction Week. Introduction Day is your first day at DTU. You will meet your new fellow students from your study program and be introduced to some of the things, that you will use as a newly started student at DTU.

The Introduction Day is the 18th of August from 09-16, which is before the Introduction Trips and your first lecture. The day is primarily to introduce you to DTU and to your fellow new students. Your vectors have planned some activities for you, so that you can get to know your new classmates. All BSC. and BEng. students are officially welcomed by the president of DTU, Anders Overgaard Bjarklev, the Dean of the Bachelor studies, Lars Christoffersen, and your Head of Studies.

## Cake Teams

You will be placed in a cake team along with other from your study program when you start. A cake team contains of 8-13 russes (newly started students) and one vector. This group meets once every week for a cake-meeting, mostly during the lunch breaks. You will receive important information about upcoming events on DTU and you can ask your vector for advice. Cake-meetings are held until the beginning of your 2. semester to secure that you get the best possible study start.

## KABS

KABS is short for Coordinator of the Bachelor Study start and consists of a group of students from each undergraduate study program at DTU. You will meet your study-programme-KABS on the intro day, and a KABS from another study program - your cross-KABS - on the introduction trip. KABS have the main responsibility for all the vectors, and that you get the best start. You can ask KABS about everything, and they will do their best to help you.



## Introduction Trips

All new students have a chance to participate in the Introduction Trips. The introduction Trips run from the 18th-25th of August and will take place in cabins around Zealand (Sjælland) and Funen (Fyn).

More information about Introduction trips can be found here: [Introduction Trips](#)

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## Cross teams

On the Introduction Trip, vector groups from different study programs will meet and you will be teamed up with students from other programs in a cross team. This means that you will meet a lot of students from different study programs than the one that you study. This creates a good foundation for you to be able to build a large network and a good relationship with your fellow students from the very beginning of your study period.

You can read more about the study start at <https://studiestart.pf.dk>

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## Master study start

As a new master- or exchange student at DTU, you have the option of participating in a study start that will give you a good start to your time at DTU. The study start includes an Introduction Week, a cabin trip, and a bunch of events during the semester for you - regardless of whether you have finished your bachelor at DTU or not.

### Introduction Week

All new master- and exchange students get the offer of participating in the Introduction Week. Here you will be introduced to life as a student at DTU, all the student activities, and to Lyngby and Copenhagen - all while you get to meet other new students. It is a fun week with a lot of varying activities from salsa workshops to a treasure hunt around Copenhagen. Introduction Week is from the 25th - 28th of January and mainly takes place at Lyngby Campus.

### Buddy groups

Participants in Introduction Week will be placed in buddy groups consisting of 10-15 students from different study programs and different nationalities. Each team is assigned a DTU student, their Buddy. When Introduction Week is over, you can keep in contact with your buddy group, and you are always welcome to ask your Buddy should you have any questions.

### Cabin trip

You also have the option of going on a cabin trip in the fall. Here you get a weekend filled with both social and academic activities together with students from different study programs at DTU. Therefore it is a great way to get to know new people. The cabin trip is always in the 3rd weekend after the Introduction Week.

### PF Master Students

The people arranging the master study start are called PF Master Students, and it is also these guys who plan events during the semester. If you would like to see their events and get information about things like when they are looking for new Buddies, follow their Facebook page.

You can read more about the master study start at [studiestart.pf.dk/master](https://studiestart.pf.dk/master).

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# Getting started at DTU

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When you start at a new university a lot of things can be confusing... We tried to collect a couple of guides around IT-setups that you will need in order to navigate in DTU systems. Besides that we tried to gather all the information about how your study is structured.

## DTU Credentials

Most of the platforms that you will use at DTU will require that you log in with your DTU Credentials. It consists of your student number s##### and a password of choice - you get assigned a student number when you accept your application at [unistart.dtu.dk/](http://unistart.dtu.dk/). You will be also asked to upload a picture of you, please do that in order to get a Student-ID.

## DTU Webpages for Students

You have to use a number of websites during the course of your studies, and it can sometimes become unmanageable.

Therefore, you can find a detailed introduction to four of the most used platforms in How to DTU – module 3. The platforms in question are:

- DTU Inside (the university's primary information site)
- Learn (DTU's teaching platform)
- Studieinformation (where you find your curriculum)
- Study planner (where you sign up for courses from your 2. semester)

In the same module you will also find a description of the available free software you can download as a student, how to connect to the Wi-Fi on campus and tips on how to keep track of your digital study life.

## DTU mail & How to stay connected?

### DTU mail

All communication from DTU to you takes place via your student email. It can be in connection with course registration, exam registration, decisions on e.g. examination appeals, notices about dispensation and credit etc. It is therefore important that you keep an eye on what comes of messages here.

You have a student email called s#####@dtu.dk, which you can log into through Outlook.

If your personal email is already on Outlook, you can simply add your new DTU email and use both accounts. Alternatively, you can choose to automatically forward emails from to your personal email. DTU's IT service has written some nice guides [here](#).

### Receive notifications from DTU Inside

Now that you have your email under control, it is important that you receive emails from Inside, because this contains a lot of really important information and it is DTU's primary way of communicating with students. To receive emails, at the top of Inside, press "Settings" → "My Profile"

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→ "Settings for courses and groups" and choose that you would like to receive emails from everything  
- or as many as you choose.

### **Receive notifications from Learn**

Your lecturers will post many important messages on Learn, so make sure you receive notifications.  
Watch this quick video: [https://youtu.be/IMPc8\\_9OTFQ](https://youtu.be/IMPc8_9OTFQ)

### **Log on to DTU's WiFi:**

DTU's WiFi is called DTUsecure and you just use your DTU Credentials to login.

You can also use Eduroam (it is also available on most European Universities) - you can login using your student mail.

### **Synchronize your Inside calendar**

This is one of the ways in which you can view your Schedule and get room location directly into your calendar.

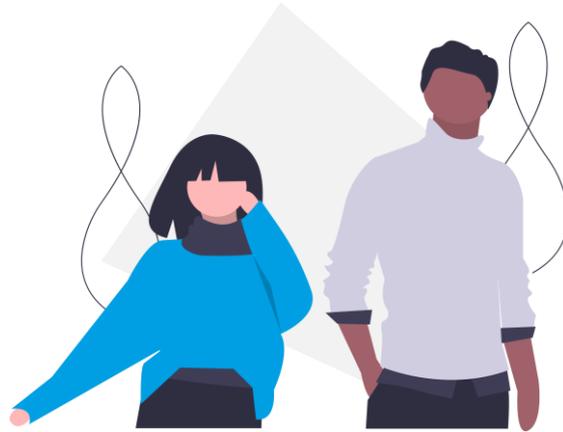
1. Go to [DTU Inside](#) -> [Toolbox](#) -> [My Calendar](#)
2. Here are a few guides on how to do it. Use either Google calendar or Outlook.
3. Copy the link that fits your calendar (just copy, don't click on it)
4. Go into your calendar settings and "Add calendar from URL / website" and insert the link
5. Turn on Synchronization for the calendar so that it updates automatically
6. Now you automatically get your courses and exams into your calendar, including building and premises.

## **Student-ID**

Student-ID or Student Card is an important proof that you are actually a DTU student. When you are at DTU, you should ALWAYS have your student card with you, and this also means that you must be at DTU after closing hours (5pm Mon-Thurs, 4pm Fri). It is also used as identification when you are going to an exam, and also as ID for Friday bars.

Your student card has been ordered in connection with the fact that you have said "yes" to the study place and uploaded a picture of yourself in UnistartDTU. When the student card is made, it will be sent to the address you have in the national register.

It may take some time, so just take it easy if you haven't received your card yet - it should arrive within the first month. You can see the status of your student card on [this webpage](#). When you receive your card, remember to activate it.



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# Education

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In the beginning it can be complicated to figure out the structure of your study program. However, it's actually quite simple, and you will slowly but surely learn to adapt to the routine. This section is meant as an addition to the information you will find on your programme structure in How to DTU – module 6. In addition, you will be able to read about where to seek help and get answers to your questions regarding your study program and your life as a student.

## Welcome to DTU

### **An engineering program with many opportunities**

The engineering program is a full-time study program, and at DTU we emphasize on creating a flexible framework for your education. At DTU there are lots of opportunities to engage in which influence the direction of your education, for example through collaborations with companies, participating in student competitions, international exchange programs and innovating activities such as at DTU Skylab. Use the opportunities there is, so you stand strong when you start your career as an engineer.

### **The flexible study year**

DTU has a flexible study year which gives you many options when planning your studies. The study year consists of two 13-week-periods (spring and autumn) and four 3-week-periods in January, June, July, and August. The periods in July and August are offered as summer university, and can be used for study immersion or to sign up for courses with activities outside the usual settings of campus.

You can find a video explaining the study year in How to DTU – module 6.

### **A world-class study environment**

DTU focuses on the well being of the students, an attractive life on campus, and a good learning environment. As a student, you have many opportunities to directly influence the student environment at DTU.

DTU has a student environment fund ("This-for-that" fund, or in Danish "Noget-for-noget fonden"). You can apply for money from the fund if you have a great idea to improve the environment on campus or if you have an idea for new facilities.

Every year, DTU students can nominate their teacher for the Teacher of the Year Award which is handed out by PF. The prize was founded to focus on the quality of education and to focus on teachers who are particularly passionate about their courses.

## Structure

### **The academic year**

The academic year at DTU consists of two semesters: a fall and a spring semester. Each semester begins with a 13-week-period followed by an exam period, and ends with a 3-week-period followed by yet another exam period.

During the 13-week-period, you will typically have 3-6 courses, depending on the size of the courses. The 13-week-periods in the fall and spring, start on the Monday closest to September 1st and February 1st respectively, which means it starts August 30th and January 31st this year.

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Exam periods last approximately 3 weeks (including study period) and are held in December, May, and August. The placement of the examinations is determined by which schematic module the course was in and therefore it is already known at the course admission.

3-week-periods are course periods that start immediately after the exams for the 13-week-courses, and they are in January and June. DTU offers "summer university", with the option of 3-week-courses in July and August. Registration deadlines, start and end dates for the individual periods can be found [here](#).

**Vacations and holidays** The summer holiday lasts approx. 9-10 weeks. The autumn holiday is held in week 42, while the winter holiday is held in week 4 or 5 depending on the 3-week-period in January and the start of the semester. An overview of vacations and holidays can be found [here](#).

**ECTS-points** All courses are measured by the anticipated workload of the individual course and DTU uses the ECTS (European Credit Transfer System) method. One year of full-time studies is worth 60 ECTS points.

ECTS points are allocated to each course to determine the anticipated time each student is expected to spend on that course. The number of hours includes time spent on attending classes as well as time spent on preparation and on any reports, examinations etc. A good estimate is that 4 hours of class means that you have to prepare 4-5 hours in advance to keep up during the classes.

1 ECTS-point corresponds to app. 28 hours of work. Therefore it is expected of you that you during a 5-point course in the 13-week-period use around 9-10 hours a week on that specific course.

Most courses at DTU has a work load of 5 or 10 ECTS points. This corresponds to 4 and 8 hours of scheduled classes a week in the 13-week-period respectively. The 3-week-periods in January and June are usually 5 ECTS points, which can translate to full-time.

**Courses** Around 1.200 courses are offered to the students – all courses are within the technical-scientific field. DTU's departments offer the courses, and although some departments offer more courses to specific study programs, the individual study program always consist of courses from several different departments.

As a BSc student you can choose from all BSc and MSc courses, while as a BEng student you may choose freely among the courses approved in your program specifications. MSc students can choose freely from all MSc courses. The program specifications are the rules that apply to your study program and include the courses you must pass. All DTU program specifications are available at [www.sdb.dtu.dk](http://www.sdb.dtu.dk).

The courses can be found at [www.kurser.dtu.dk](http://www.kurser.dtu.dk), where each course has a description. In the description you can find the type of assessment, the workload (how many ECTS-point), learning objectives, course material, and contact information for the responsible educator so you can contact him/her if you have any questions that cannot be answered by reading the course description.

In addition, the Student Planner - [www.studieplan.dtu.dk](http://www.studieplan.dtu.dk) - is where you must make a complete study plan. You can learn more on how to use the study planner and the course database in How to DTU.

**Quality of courses and evaluation** At DTU we work towards ensuring a high quality of education. As part of this work, an online evaluation is carried out after every 13-week and 3-week-period. The Study Boards (ISN) of the department offering the course will read the evaluations. Half of the members of the Study Board are students, which ensures that students are being heard and that problems in a course are followed up. To ensure the highest quality of the courses, it is important that all students participate in the evaluations so that the answers represent the actual experience of the course.

## Module structure

During the 13-week-period, a module structure is followed with two or three modules each day. Each module is divided into 4 hours separated by a one hour break (see the table below).

There are five schematic groups a week with two modules a day - with the exception of Tuesday where there is also an night module. The schematic groups each have a number, which can be seen below. The distribution of numbers may seem a bit confusing, but like everything else at DTU, it is part of a well-considered system. The distribution of numbers ensures that a 10-point course has classes twice a week. One in the morning and one in the afternoon. In addition, there is a minimum of two days between two different classes. This means that you as a student will have time to prepare in-between the classes.

The exception to this system is schema group 5, which is on Wednesdays. This schema group has been created for courses that last for a whole day. For example, it may be an advantage when you have to do time-consuming experiments.

Each module has a letter in addition to a number, where the first half of the week is called A and the other half B.

5-point courses only fill half a schema group (one module a week).

In addition, the letters E stands for autumn (efterår) and F stands for spring (forår). For example, if a course is placed in "E2", it means that the course is worth 10-ETCS-points and it is in schema group 2, during autumn, and the course will take place Monday from 1 pm - 5 pm and Thursday from 8 am to 12 am. Similarly, F5A is a spring course worth 5 ETCS-points and it is placed Wednesday morning.

|           | Mon.  | Tue. | Wed. | Thu. | Fri. |
|-----------|-------|------|------|------|------|
| Kl. 08-12 | 1A    | 3A   | 5A   | 2B   | 4B   |
|           | Break |      |      |      |      |
| Kl. 13-17 | 2A    | 4A   | 5B   | 1B   | 3B   |
|           | Break |      |      |      |      |
| Kl. 18-22 |       | 7    |      |      |      |

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# Student Information

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The Study Information Office (at Lyngby Campus) and the Student Centre (at Ballerup Campus) is the place to go with anything related to the academic part of your education. Behind the doors of the Study Information Office and the Student Centre you will find the Study Administration, the SU Office and the Study Guidance Office. This makes it is easy for you to get help with your questions and inquiries regarding your education here at DTU. They can help you with everything from SU, printing of your grades, study planning, and more information about where you can get your questions answered if necessary.

## Location and opening hours

You can find the Study Information Office at Lyngby Campus in building 101A right next to the reception. The Student Centre at Ballerup Campus is in room D 1.01 right next to the main entrance. Both are open for personal guidance through the entire 13-week-period, the exam periods, and before the 3-week courses in January, June, and August, but it is closed during the holidays and autumn/summer break, including most of July.

## International Student Services

International Student Services help and guide students on their way out into the world - and students who come to DTU from other places in the world. In addition, we work to improve the well-being of international students and create a more diverse and welcoming campus, where local and non-local students meet across the board.

At the front desk, our guidance team can e.g. help with the following: merit, grants, scholarships, transcripts, study confirmations exchange stay through StudyAbroad or other stays abroad, e.g. internships and thesis stays.

## Study Administration

The Study Administration is part of the Study Information Office and the Student Centre. They can help you in regards to study administrative inquiries, e.g. course and exam registration, password to the DTU IT-systems, student cards, printing of your grades, and more. The Study Administration work in close collaboration with the departments and can help you get in contact with your department.

You can find the Study Administrations contact information and opening hours [here](#).

If you write to the Study Administration it is important that you write from your DTU-mail account.

## SPS-Unit

Special Educational Support (SPS) is an offer for students with a functional impairment. SPS must ensure that you can get an education on an equal footing with others, even if you have a disability. At the SPS unit at DTU, you can get information and guidance on support for students with functional impairments. If you are in the target group for SPS, we will make sure that support services are applied for and that the support is started.

On DTU's website under '[Special educational support](#)' you can read more about who can get support, about the support options DTU can offer and how to apply for support.

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## SU Office

If you want information or help regarding the SU-rules, how to apply for SU, SU loans, international scholarships etc. you can contact the SU Office.

If you need to make changes in your SU, you do it yourself via MySU at <http://www.su.dk/english>. It is here you can see your current SU and how far your application is in the system.

You can find the SU Office's contact information and opening hours at their [homepage](#).

## Study Guidance

In the Study Guidance Office older students and full time academics are employed to help you with all the questions that you can have in relations to planning and finishing your study, how you interpret the rules and what to do if you need to apply for credit, exemption, or how to make a complaint. You can talk to them if you need help with more personal issues, for example if you experience stress, depression, or experience unpleasant or offensive behaviour. Furthermore, it is always a good idea to talk to them if you are considering to apply for a leave, change to another education or withdraw from your studies.

Everyone in the Study Guidance Office are sworn to secrecy and you can talk to them no matter how big and small problems you are dealing with. You are welcome to contact them with questions or considerations about your education, both in person, via phone or e-mail. You can find contact information and opening hours at their [homepage](#).

Besides the Study Guidance, there is also the international Study Guidance, and despite a lot of misconceptions, it is not only for international students. It is for you, who need an extra hand with studying abroad, before, under and after your exchange.

## The Student Chaplain

Jørgen Bo Christensen is the Student Chaplain at DTU. He is employed by Lundtofte church but his office is at DTU Lyngby Campus. If you have any personal problems, you can talk to the chaplain. You can talk to him individually or with a few other students in a student group. If you want to help arrange a lecture you are more than welcome to contact the chaplain.

In 1970, DTU decided to hire a chaplain to talk to the students about their problems. The chaplain offers help and offers guidance if you have any kind of problems. The conversations can be about heartbreak, grief, loneliness, identity crisis, faith, anxiety or depression. No problem is too small, and you do not have to be religious to seek help from the chaplain. The conversations can vary from a one-time-session to a 3-months long program.

Together with Anita B. Bennetsen (who is also a chaplain) they offer a grief counselling group and a group for people with stress.

For more information look [here](#).

Furthermore, the chaplain offers a room for praying for any student who would like to use it regardless of faith.

## Student Counseling

This is where you can seek social, psychological and psychiatric counseling if you experience issues that interfere with your ability to reach your full potential as a student—such as academic issues, social issues, or psychological issues e.g. exam anxiety, loneliness, stress. The service is confidential, free of charge, and staffed by psychologists, social workers with psychotherapeutic training, and psychiatric specialist physicians.

They have offices on the 1st floor in building 101E at Lyngby Campus, where the same psychologist is there every time. Here you can have conversations with the psychologist privately 1 on 1 on Fridays, but remember to book an appointment (by telephone).

## Welfare

**DTU has a responsible education and working environment where your well-being and openness is a priority. All activities on DTU are based on a respectful collaboration between students and employees. This is DTU's expectation to all students and employees.**

If you experience offensive behavior and need help at DTU, please contact:

### **The Student Counselling Service**

Tlf.: 70 29 75 00

[www.srg.dk](http://www.srg.dk)

<https://www.inside.dtu.dk>

### **Student Guidance**

E-mail: [studvejl@adm.dtu.dk](mailto:studvejl@adm.dtu.dk)

Tlf.: 45 25 11 99

### **DTU's Psychology Counselling**

E-mail: [psykologhjaelp@dtu.dk](mailto:psykologhjaelp@dtu.dk)

Tlf.: 45 25 73 73

### **Polyteknisk Forening (PF)**

E-mail: [social@pf.dk](mailto:social@pf.dk)

Tlf.: 77 42 44 93

### **Director of student affairs**

Jørgen Jensen

E-mail: [studiechef@dtu.dk](mailto:studiechef@dtu.dk)

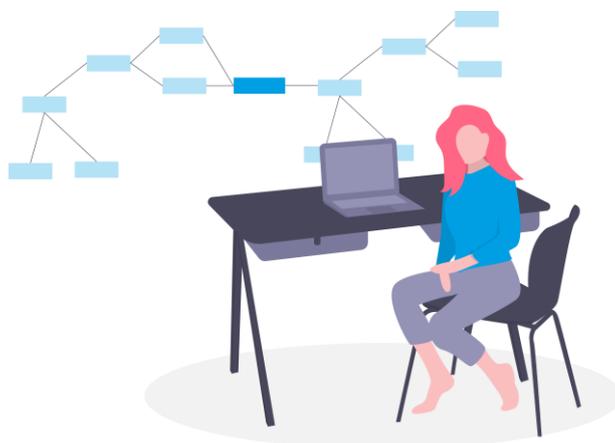
Tlf.: 24 92 16 99

### **Student chaplain**

Jørgen Bo Christensen

E-mail: [pastor@pf.dk](mailto:pastor@pf.dk)

Tlf.: 24 42 59 75



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# Polyteknisk Forening

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## The student union

Polyteknisk Forening - commonly abbreviated PF - is the student union of DTU. PF is involved in most of the parts of being a student. You can split the association up in three parts – the academical, the political, and the social. Volunteer students in each part of PF decide the path and the policies of the association. In the following, you can read about the three different parts in which PF can help you, what PF does for the students of DTU and how you can become a part of PF.

## Introduction

*Polyteknisk Forening is an association for students and run by students. This means that no matter your area of interest, PF is there for you. The association is being run by students who volunteer to engage both politically, academically and socially.*

PF is more than 170-years-old, which makes it the oldest student association in Denmark. PF's main purpose is to represent all students of DTU. The association works on a national scale to improve conditions for students. This includes, but is not limited to, education, study environment, social events and living conditions. It is also PF who arranges the introduction day, rustrips, Introduction Week etc. for you and your fellow students. It is PF who has improved the public transport between Lyngby and Ballerup campus. It is PF who fights for your interests on a local level as well as on a national level, like at The People's Democratic Festival on Bornholm. The best part of it is, that you can become a part of this association in the degree and aspect that you wish to - as a part of the student councils, as a volunteer at PF events, as a part of a PF committee, or just as a regular member strengthening our association. At the secretariat on either Lyngby or Ballerup Campus you can talk to one of the PF board members, or get help to join PF or The Danish society of engineers (IDA), borrow meeting rooms, get a form about our accident insurance, and much more. Learn more on [www.pf.dk/en](http://www.pf.dk/en)

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### Opening hours on the PF secretariat:

Lyngby

Monday: 9:15-15:00

Tuesday-Thursday: 8.30-15.00

Friday: 8.30-14.30

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Ballerup

Usually Tuesday: 9.00-15.00

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See the opening hours at [www.pf.dk/en/about-pf/secretariat](http://www.pf.dk/en/about-pf/secretariat)

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## Academical

*PF works towards ensuring and improving the quality of all DTU's study programs. We are the student representatives inside the DTUs governing bodies, but also generally working to ensure the quality of the engineering education here is at its highest.*

On the academic front, PF works to ensure all study programs are of the highest quality. This is partly done through Study Boards (ISN) where every course evaluation from the different Departments is looked through by students and the faculty to find possible improvements. We collaborate with the Executive Board at DTU and the Office for Study Programs and Student Affairs to find the best ways to improve the teaching methods, exam methods and summer courses on DTU. Often these decisions are based on discussion from the [Academic Committee](#).

In addition, PF organises academic events like workshops and talks. These might include various topics like economics, innovation and entrepreneurship as well as presentations from technological personalities.

## Social

*PF works to ensure and evolve the students' study environment and house/living conditions. We have the responsibility for S-Huset, which is a gathering place for all students and is used for various social events.*

On the social front, PF works towards ensuring a good and safe study environment. This includes both deciding whether the facilities and the classrooms meet our standards, if the food in the cafeteria is good enough, and if there is study room/booths to study in silence. PF also works with topics like livelihood for students, SU, stress, and shortage of housing.

PF organises a lot of social events like running events, a ski trip, a surfcamp, football tournaments, and large concerts – so you will not be bored while studying at DTU. In your everyday life you can drop by S-Huset where you can play games, enjoy your lunch, have a meet-up with coffee, or drink a beer after a long day of lectures.

## Political

*Through student politics, PF has the opportunity to influence decisions which affect education and the study environment on DTU. We try to make sure the students voices are being heard, both locally and nationally.*

PF organizes panel debates with politicians to put relevant topics on the agenda – we also invite them to DTU during elections. We partake in the People's Democratic Festival on Bornholm and organise large thematic events to give the students the opportunities to speak their mind about subject like SU, the intensity of studies, and educational reforms. [Our committees](#) determines PF's stance on more narrow matters, e.g. the 2% cuts is tackled by the [Political Group](#).

Furthermore we ensure the students voices are being heard on DTU by electing representatives to the Board of DTU and other DTU committees. In PF we are actively involved with education policies on all levels – from discussions about the set-up of individual courses and a better study environment on DTU both inside and outside the classrooms, to deeper discussions about the structure of the engineering education and long-term strategies for DTU.

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PF is in all regards independent of party politics and religion, whether it is university law, competence of teaching, study environment, or housing policies. PF wants what is best for the students we are representing.

## Student Councils

*A student council is a collection of students who represents their study programs' interests. All study programs have a council, and if you are interested in becoming a part of this community, the opportunities are endless.*

The student councils are established through PF and most of them meet once a month. They discuss relevant topics within the council's academic, political and social interests. Each council ensures that the relevant study programs' opinions are expressed. The student councils discuss academically relevant subjects such as business visits, research presentations and whether courses can be improved or changed for the better. The student councils also arrange social events for the members in the council and for all students within the councils' study programs. There are different traditions for each student council, but these events may include Christmas parties, annual cabin trips, and barbecue nights.

The study councils provide a great opportunity to expand your social and professional network. You will get to know other students from your study program, not necessarily only from the same year as you. You can also meet people from other councils. In addition, it is fun being a part of a student council - typically you eat together before the meeting, and afterwards you may end with a soda or a beer in Kælderbaren (KB).

By joining the student council you have the opportunity to learn more about what goes on at DTU, and to make a difference for your study program, whether you think student politics is the best of the best, or that it could be fun to host a social event. The meetings are always open and non-binding. Everyone is welcome to come and share their opinions.

You can read more on each study council [here](#). Here you can find the contact information for your council!

## Join PF

Does PF sound like something for you? Read all about how to become a member below.

Becoming a member of PF is one of the best ways you can support the association and the voice of the students at DTU. Furthermore, there are multiple benefits only available to our members. For example, you get a discount on tickets to our concerts (the so-called Joints), you get access to a number of discounts in shops in and around Copenhagen and Lyngby, and you can get a cup of coffee and a muffin in S-Huset on a discount.

If you have questions regarding the membership or how to sign up, please stop by our secretariat at Lyngby or Ballerup Campus. Here you can also get a PF-sticker for your student ID, which is proof that you are in fact a member and gives you access to the discounts. Sign up for a PF membership [here](http://www.pf.dk/en).

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# Student life

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## The social life

DTU is so much more than a university. Whether you are looking for a board game club, a sports club, a place to play music, or other stuff like concerts, running events, or merely a place to get a cold beer after the last lecture Friday – we got it. You can find a description of your campus and your study environment in How to DTU – module 4. Here are also stated good and documented reasons as why you should participate in your study environment.

Below you can find more information about the social life and where to go outside of the lectures.

## S-Huset

**Studentarhuset, or S-Huset, is one of PF's most recognisable social offers. S-Huset has a variety of facilities connected to it; a café environment, seating areas and student bars.**

S-Huset has multiple cafés on DTU where you can buy a coffee, a sandwich or whatever you need to affordable prices. You can play pool or other games – basically it is a place to hang out after courses.

Besides running the cafés, S-Huset is responsible for all of PF's concerts, both the smaller Friday Rocks and larger concerts like "Joints" where the entire S-Hus is transformed into a concert hall. Latest we have hosted Suspekt, Emil Lange, Kongsted, Shaka Loveless, USO and Johnson. Volunteers of PF run the concerts. That includes the people who book the bands, the CREW, the bartenders, the guards and the wardrobe personal. All of them are students of DTU.

S-Huset don't just host concerts, but also host events like Hangover Bingo, Pub Quiz, Comedy Night and larger sports events like Super Bowl or the Worldcup games. S-Huset rents out their facilities to events like Beerpong tournaments, Christmas Lunches known as "Julefrokost" (a Danish Christmas tradition), and much more. The facilities can be used for a lot of different things, and if you have any good ideas, just write to [shusforperson@pf.dk](mailto:shusforperson@pf.dk).

### Where do I find S-Huset?

S-Huset in Lyngby is located in building 101, entrance E. In S-Huset you can find the PF secretariat, Kaffestuen, Pejsestuen, Reading hall and Kælderbaren. There is also a PF Café in building 306.

S-Huset in Ballerup is located across the hall from the main cantina and Verners Kælder is in the basement of the east part of campus.

### S-Huset Lyngby

"Kaffestuen" is a café where you can buy food and drinks for affordable prices with even more discount if you are a PF-member. It is in "Kaffestuen" you can buy tickets for different S-Hus events. This is also where you can borrow things like board games, cues for pool, or bats for table tennis, just bring your study card.

"Pejsestuen" is S-Huset's lounge area. This is the place for the pool tables, foosball tables, and sofas where you can sit and enjoy your coffee, soda, or beer. From "Pejsestuen" you have the opportunity to go out to the S-Hus yard where there is a build-in beer-bowling field.

The Study Hall is the room in the back of S-Huset. This is the place to sit in peace and study. There are tables and chairs, so you can also sit with your study group. Furthermore it is often used as a venue for events.

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### PF Café

On Lyngby Campus there is a small café in building 306 which has roughly the same products and the same prices as in S-Huset. The PF Café is strategically placed close to larger auditoriums to provide the necessary coffee for the tired students.

### S-Huset Ballerup

S-Huset in Ballerup is a café, like "Kaffestuen" and the PF Café, with approximately the same selection in both food and drinks. It is a nice place to hang out and reload for lectures with games and a PlayStation 4. A lot of students use S-Huset Ballerup to eat their lunch, meet up, or drink a beer.

### Kælderbaren

"Kælderbaren" is located in the basement of building 101 underneath Pejsestuen. Here you will find a range of special beers, mostly from Danish microbreweries, a wide range of drinks, and an overall cozy atmosphere. The bar is open all weekdays from 7 PM but it is usually closed during the weekend unless anything else is communicated.

### Verners Kælder

"Verners Kælder" is a bar on Ballerup Campus run by S-Huset and it is located in the east end of the building. Outside "Verners Kælder" you can enjoy the grass area while playing soccer or other games. The bar is open on Fridays from 12:30 and closes when the last guest leaves.

## Volunteer in S-Huset

**S-Huset always needs new competent people both as bartenders, CREW, technicians, guards, or something entirely different. If you have an interest in planning and executing events, the S-Huset might be something for you.**

CREW meets up every Friday during lunch break (at 12.15) in Kælderbaren. During these meetups, you can get information about the kind of work CREW does and about upcoming events. At the meeting there will also be cake, often homemade.

CREW takes care of a lot of things regarding the concerts like building the stages, be stage guards, and, in collaboration with PolyJoint Booking, make sure the artists are having a good time when they are both on and off stage. It is also possible to spot CREW behind the bar from time to time as bartenders. You have the opportunity to partake as much or as little as you can.

Meetings will be held throughout the semester. If you are interested, but unable to join them on Fridays, you are welcome to contact the CREW-chairpersons Kamille Mercedes Kranker and Emma Thiesen on mail [crewformand@pf.dk](mailto:crewformand@pf.dk)

## Friday bars

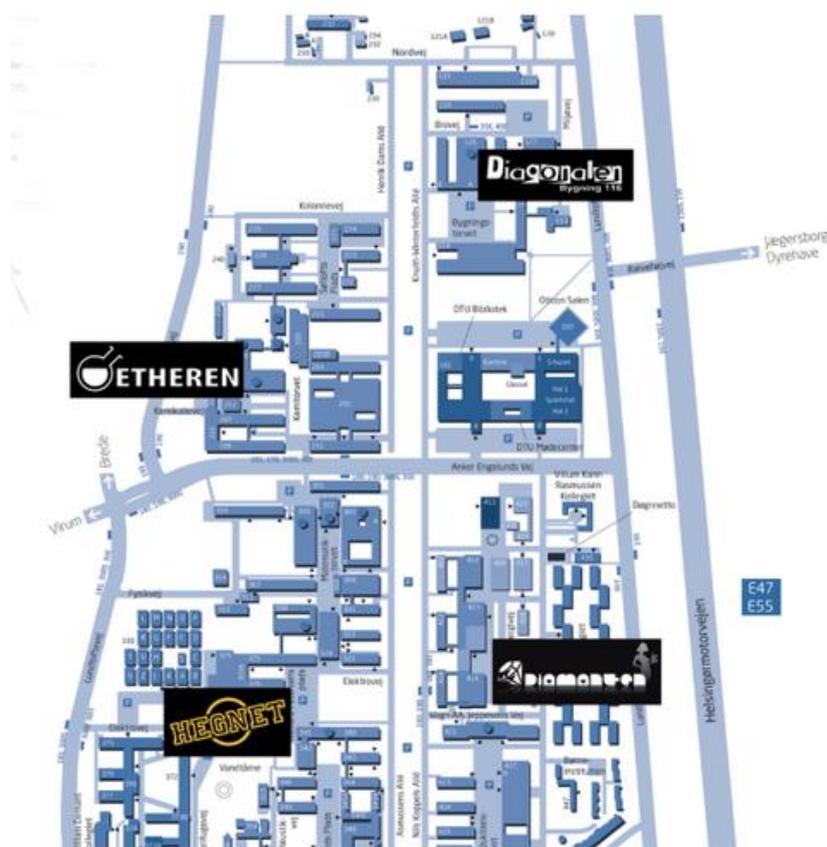
Besides S-Huset, there are different friday bars on Lyngby Campus where you have the possibility to get to know your fellow students. In total there are four; Diagonalen, Ethern, Hegnet and Diamanten. All of them are open only on Fridays.

Diagonalen is placed in the 1st quadrant in building 116 with easy access to green areas, perfect for an afternoon in the sun. They are known for their tombola.

Ethern is a cozy bar on DTU located in the 4th quadrant in building 415 (Originally it was in the 2nd quadrant in building 208, but is temporarily moved due to renovations). They are capable of hosting big parties such as Asti Night, but is also a great place to enjoy a more intimate party.

Hegnet is located in the cantina in building 342, in the 3rd quadrant. The bar is one of the largest on Lyngby Campus, so there is room for beer pong and other more spacious activities.

Diamanten is placed in the 4th quadrant and can be found in building 414. They are known for the legendary drink, the "Usleben Diamant" and for their wheel of fortune.



## Events

Each year, PF arranges many events, many of them being filled with traditions and recurring every year. Here you can find a selection of them. Information about concerts and music events can be found under S-Huset since they are the ones to plan these events. All events are posted on PF's and S-Huset's Facebook pages, but they can also be found in our event calendar both at <https://www.pf.dk/en/student-life/event-calendar> and in our app. Would you like to help plan or

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execute one of our events, or do you have a great idea for a new one, you are always welcome to contact the board of PF at [bestyrelse@pf.dk](mailto:bestyrelse@pf.dk).

### **Commemoration Party**

Every spring, DTU and PF in collaboration host the Commemoration where both royals, ministers, students, and DTU staff are invited. The party starts with an academic part consisting of official speeches, awarding of honours, and the PF election of the teacher of the year. This is followed by a banquet, les lancier, live music, and dance all night. It is one of the most anticipated parties of the year.

### **Revue**

The yearly PF revue is a satirical and entertaining show portraying the life of the students at DTU. The revue is build up of a lot of sketches, songs, dances, props, and videos that together make fun of current subjects at DTU. Actors, dancers, light- and audio techs, singers, choreographers, who are alle students, guarantee for a great show. The revue is in danish.

### **Soccer Tournament**

Every year in June, PF arranges a football tournament. There are two differently skilled leagues, so you and your friends can sign up for the league that fits you. If you just missed going pro, then Prof League is for you. If you, on the contrary, just like to kick a ball now and then, Beginners League is the place for you.

### **PF Skiing Trip**

Every year in the winter break, DTU students go away for a week in the snow for the biggest skiing trip in the North. Previous destinations include Avoriaz, Sestriere, and Val Thorens. The trip starts on the last Friday of the 3-week-period in January and ends on the Sunday before the start of the new semester. You can read more about the trip on the Facebook page [here](#).

### **Sensommerfest**

The biggest party of the year is held in the first week of the semester. Tents are set up outside building 101 and multiple study lines together to make wild theme parties. It all starts out with dinner in the respective tents followed by one large party with bars and music in the tents. All of this is planned by the study council.

### **Banquet**

Every year, PF celebrates our volunteers by throwing a big banquet followed by a party. During the evening, there are lots of entertainment, and the volunteers who have put in an extra large effort in the last year are honoured with prizes. This is the night where we meet and celebrate the ones who make sure that our association still stands strong at DTU.

### **Running events**

In the week before the autumn break there are two running events. Thursday is for the serious run where we run 5 km around Lyngby Campus. Friday is for the less serious, or frivolous, run where hundreds of people, usually dressed up in teams, meet up and "run" from bar to bar at Lyngby Campus.

### **Surfcamp**

During the summer break, a group of DTU students travel south to enjoy the vacation in the waves. Previously, the destinations have been Morocco and Portugal, and whether you are a complete rookie or want to finetune your style, this is the trip for you. We offer the possibility of instructions and that there are other fun activities during the trip.

### **LAN**

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Twice a year, during easter and the autumn break, we organise LAN. Here you can come and game for multiple days in a row, and usually we arrange tournaments in games like Counter Strike, Hearthstone, and League of Legends. These are days with not much sleep, but lots of fun and way too many snacks.

## DTU Sport

DTU Sport is a union, which is assigned the overall responsibility for all sports activity at DTU. It solely addresses students and faculty members at DTU. On the DTU Sport [website](#), can you find a summary of all clubs associated with DTU Sport, and which sporting facilities we offer.

Subscriptions to the clubs are set by and charged by the clubs themselves. Please refer to the individual clubs' websites for any enquiry.

DTU Sport's own sports deals will be offered at the start of every semester. Registration and payment is done via the DTU Sports website. The sports deals are announced at the start of every semester on the website and on the DTU Sports [Facebook page](#).

### **DTU Fitness:**

The facilities are open for members all year round from 05.00-22.45, except for exam periods and when various events takes place in the Sport Halls.

DTU Fitness is the gym for DTU's students and faculty members. It is the philosophy that the members know what they expect from the gym, but it is also expected for them to be responsible.

DTU Fitness at Lyngby Campus

## Diplom Fitness

**Diplom Fitness is an association at DTU Ballerup Campus that provides fitness facilities to the students and employees at Ballerup Campus. A membership at Diplom Fitness is a great opportunity to meet other students and to become the strongest on Campus!**

The training facilities consist of a fitness center where you can lift heavy weights and use fitness machines, a functional training area with cardio machines and other equipment and lastly a changing room with showers. Members have access to these training facilities every 24 hours.

The membership fee is DKK 400 per semester and the money is spent on renewal and maintenance of the equipment and social events for the benefit of the association's members.

A membership can be purchased through the bookstore at Ballerup Campus and the registration period is the first two months of the semester. Read more on the association's [facebook page](#).

The board wishes all new students a great study start!

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## Accident Insurance

As a student at DTU you are covered by DTU's and PF's accident insurance if an accident occurs to you on either of the campuses or on a field trip. For a yearly fee of 144,65 DKK you can extend this insurance so you are covered outside of DTU.

PF and DTU insure all students of DTU, free of charge, if the accident has happened on DTU or on a field trip. PF has provided the opportunity to buy an extended accident insurance.

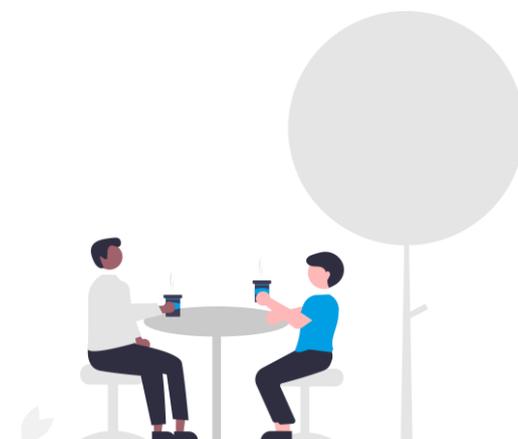
For only 144,65 DKK a year, you can extend the accident insurance so you are covered in Denmark, The Faroe Islands, Greenland, and during temporary stays all over the world. This includes a full-time accident insurance that covers anything from skiing, falling down stairs, or whatever else might happen to you.

You can find the insurance police and giro [here](#), but it can also be collected from the PF secretariat. There is no difference from this insurance compared to other personal accident insurances, it is of the same quality. All you have to do is remember to pay it once a year. It expires the 1st of November every year, no matter when you sign up, but it is still very cheap compared to other insurance offers.

## Recreational Clubs

**As a member of PF you have access to a lot of Recreational clubs, as well as the possibility to start your own. Once a year PF hostes an event where you can meet all clubs.**

PF gives you access to a number of clubs that usually meet up once a week. There are clubs at both Lyngby and Ballerup Campus, and both current and former students are members. Amongst others we have a ceramics club, a wood- and metal work club (ATM), PF E-sport, Polytechnical Radiogroup, and PolyMus (music club). You can find a complete list of clubs at [www.pf.dk/en/student-life/clubs](http://www.pf.dk/en/student-life/clubs). If the club for your hobby does not exist, you can always make a new one - just contact the board of PF for more information at [bestyrelse@pf.dk](mailto:bestyrelse@pf.dk).





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# DTU

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## The physical environment

DTU has two primary campuses – one in Lyngby and one in Ballerup. The buildings at these campuses doesn't just contain lecture halls, but also cafeterias, libraries and the book store. You will find an overview of the essential areas of the two campuses in this chapter, as well as a description of the main points. You can in the app find a map over both campuses to help you find your way around.

## 4 steps to safety at DTU

Did you know that you are actually part of DTU's overall emergency preparedness - and thus contribute to our common safety culture? You can easily prepare yourself for unwanted events by following the 4 steps below, and through that help creating a safe student life for you and your fellow students:

1. Learn DTU's evacuation procedure. Watch the video in [English](#) or [Danish](#).
2. Register and update your phone number on DTU Inside– so you can receive text messages regarding acute dangers at DTU.
3. Check out the red boards with emergency information that are present in all buildings at DTU.
4. React if you see something that is dangerous or wrong.

## Critical incident

**In the case of a critical emergency you should do the following:**

1. Create security
2. Evaluate the situation/injured
3. Cause alarm - call [112](#)
4. Give first aid/mental health first aid
5. Receive the emergency services
6. Inform the emergency services of DTU - call [+45 45 25 33 55](#)
7. Inform your own management (for employees)
8. Register the incident in DTU's Injury App

**For further assistance:**

Technical assistance related to the buildings of DTU - call [+45 45 25 33 55](#)

The DTU guard (Securitas) - call [+45 45 25 33 55](#)

## Register defects and incidents

Use these two apps to register defects or incidents on campus, and thereby initiate preventive or remedial measures.

### DTU Injury

In DTU Injury you can register accidents and near miss incidents, which are accidents that almost happened.

With your registration, your case will be handled correctly, and DTU can prevent similar incidents in the future.

[Download via App Store](#)

[Download via Google Play](#)

### DTU DaluxFM HelpDesk

Help fixing flaws and deficiencies in buildings, outside areas etc., so the staff in Campus Service can solve the problem.

[Download via App Store](#)

[Download via Google Play](#)

OBS!

The two apps are not connected and they are linked to different systems.

## Ballerup campus

Ballerup Campus is located at Lautrupvang 15, 2750 Ballerup, between Ballerup and Herlev and approximately 13 km from the center of Copenhagen. Contrary to the layout at Lyngby Campus, Ballerup Campus have everything under the same roof.



### Main building and centers

Ballerup Campus stretches across 42.000 m<sup>2</sup> and is built around three centers: West, Center, and East. The three centers lie in extension of each other. Smaller rooms and rooms for group work are north of the connecting hallway, with lecture halls, the library, and the administration to the south

The first thing you see when you enter through the main entrance, is the large, bright common area, with its high ceilings. Here, in the center of the campus you will find the study center, the bookstore and the library. The international courses, the educations Export, Production, Process & Innovation and the center for further education all have their home in Education Center, located in the Center. S-Huset and the cafeteria is on the way to East, where you can eat your lunch in the large, open hall.

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Construction and Infrastructure and the admission course center are all housed in East. You will also find Verners Kælder and the fitness facilities in East.

### Where can I get help?

There is an education secretariat attached to each of the three centers. The secretariats are tailored to specific educations, and it is possible to get help with exactly your education.

Besides from the secretariat, you can go to the study centers. They are always helpful with questions of any character, from worries about your education, exchange programs, to more personal problems.

### The social life

A large part of the social life on Ballerup Campus plays out in S-Huset or the Friday bar, Verners Kælder. There are also several squares throughout the campus where the students can relax, read, or meet up with their study group.

## Food options Ballerup

### The main cafeteria

The cafeteria on Ballerup Campus offers a large and well-made selection of food and drinks at student friendly prices. They make a hot dish every day at lunch, as well as a large salad bar, a cold buffet, and a selection of sandwiches.

#### Opening hours

Monday-Thursday: 08.00 - 14.30

Friday: 08.00 - 13.00

### S-Huset

In S-Huset across from the cafeteria, you can buy sandwiches, cake and of course coffee, soft drinks, and beer. You can also find a small kiosk selection here.

#### Opening hours

Monday-Thursday: 7:30-17:15

Friday: 7.30:14.30

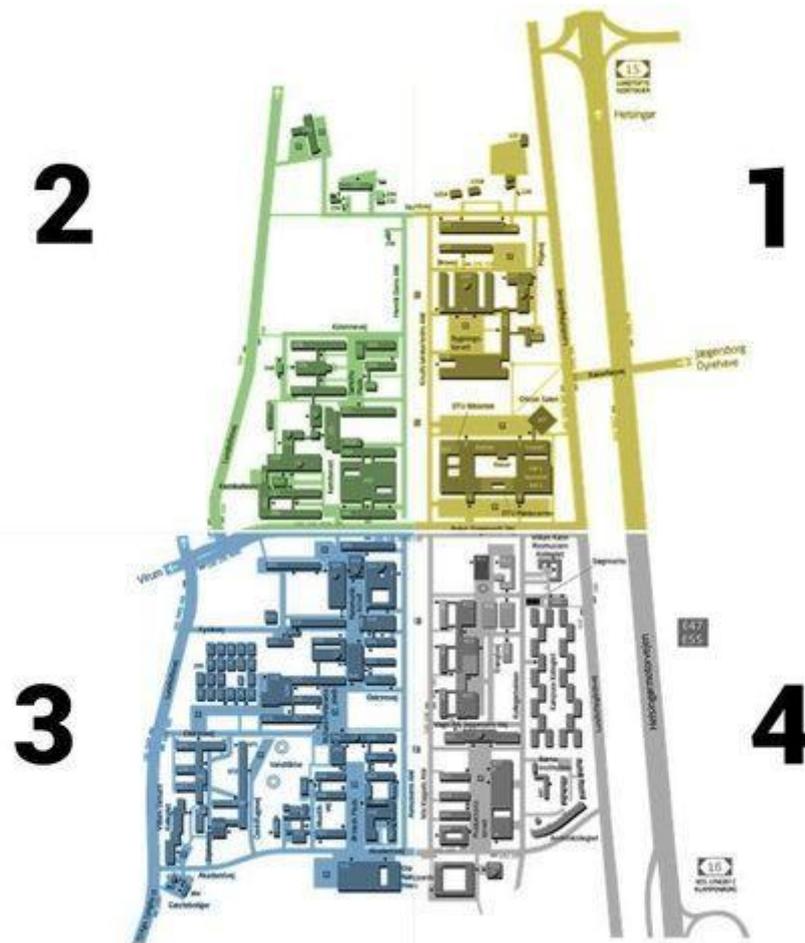
## Lyngby campus

**Lyngby Campus lies in Kongens Lyngby, situated on Anker Engelunds Vej 1, and is a large complex comprised of approximately 100 buildings and with a circumference of 5 km, bounded by a path. It can therefore be a bit of a task to find the right building, and right room. Luckily, the buildings and rooms are placed and numbered systematically, making it all a bit easier.**

**A coordinate system** Lyngby Campus is built like a coordinate system, with 4 quadrants. The quadrants are defined by Anker Engelunds Vej as the x-axis, and the avenues as the y-axis (see the map in the [app](#)), and is enumerated like any other coordinate system from 1-4.

All buildings and rooms at Lyngby Campus are identified by a three-figure number, except for lecture halls which are identified with a two-figure number. The first figure in a buildings number identifies which quadrant a building belongs to, such as 343 belonging to the third quadrant. The second and third figure describes where the building is in the quadrant. The larger the figure, the further away from the intersection of Anker Engelunds Vej and Knuth-Winterfeldts Allé. For example, building 301 is very

close to Origo, whereas building 378 is in the opposite corner of the third quadrant. The first figure in a rooms number designates the floor it is on, so room 105 is on the first floor (note, Danes usually designates the ground floor as 0.).



**Where can I get help?** Most of the administrative functions on Lyngby Campus is collected in building 101, so you can get help for most problems here. You will, among other things, find the student counseling and information, as well as the library.

**The social life** A lot of the social activities at Lyngby Campus is collected in building 101, with the cafeteria, all the sports facilities, and the student union, PF's offices. There is also a lot of other cafés, Friday bars and social facilities on campus.

## Food options Lyngby

### The main cafeteria

The cafeteria in building 101 on Lyngby Campus has a large selection of food and drinks at student friendly prices. They offer hot dishes, a large salad bar, a cold buffet, and a big selection of beverages. There is a large amount of seating arrangements in the main cafeteria.

Monday-Friday: 11.00-14.00

### The café

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The café lies in extension of the cafeteria in building 101. Here you can get breakfast, fresh sandwiches and salads, and coffee.

Monday-Friday: 7.30-20.00

## Other Cafeterias

It can be a long walk to building 101, depending on where you are on Lyngby. Therefore there are several cafeterias across the campus. You can find cafeterias in building 202, 220, 342, and 358. They have the same prices as the main cafeteria.

## Kaffestuen and PF-caféen

Some good alternatives to the cafeterias are Kaffestuen in building 101 and PF-caféen in building 306. They are both run by S-Huset, and therefore by PF.

## PF-Caféen

Monday-Friday: 07:30-17:15

## Kaffestuen

Monday-Thursday: 08.00-19.00 Friday: 08.00-21.00

## Street Food

There are four street food stalls spread out across Lyngby Campus. These stalls are sometimes replaced and regularly rotates places around campus.

## NETTO

There is a NETTO at Kollegiebakken 7.

Monday-Sunday 07.00-22.00



## Library

**The library plays a central role in the life of a student at DTU not just as a university library, but as an active part of the active student life.**

You will find the DTU library on both Lyngby and Ballerup Campus - in building 101 on Lyngby Campus, and in the center of Ballerup Campus.

**The digital library - DTU Findit** As a DTU student, you have access to DTU Findit with thousands of study-relevant e-books and millions of scientific articles. It is simple to search across all the electronic journals and e-books with our search engine [findit.dtu.dk](http://findit.dtu.dk).

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**The printed library** You will find the printed books in the basement of the library in Lyngby and in the library in Ballerup. However, the collection is of older date, as DTU Library for many years has focused on buying e-books rather than printed books. Before you borrow a printed book, it is therefore important that you check if it is available in a newer edition online, or if there is a newer e-book on the same subject. You may check this easily with a search in DTU Findit - or come by Library Service.

**Data bar** In Lyngby, a large data bar is offered with PCs, dual monitors, printers, etc. Both the library in Lyngby and in Ballerup are covered by DTU wireless network.

**Study areas and group rooms** You will find both study and reading-areas as well as tables for group work on both campuses. The library also offers a series of group rooms that can be booked [online](#).

**Student environment** The library is a varied places to relax and recharge, for example between lectures. Many exciting events are held in the library in Lyngby. You can also use the library's facilities and services in DTU Media Lab and DTU Smart Library.

**Guidance and courses** You can receive help and guidance from the library staff throughout the day at Library Service. You may also book an appointment with a librarian for the guidance to be tailored specifically to your needs. The library also offers a range of courses to help you get going on your own.

**Come by** You are always welcome to come by for a chat, whether you study on Lyngby Campus or Ballerup Campus.

**Ballerup campus** The library service is staffed

Tuesday and Thursday 9.00–12.00

**Lyngby campus** The library service is staffed

Monday-friday 8.00-19.00

Saturday-Sunday 12.00-16.00

You can access the library in both places with a student card 24 hours a day, seven days a week.

See more at DTU Inside and on the website [www.bibliotek.dtu.dk](http://www.bibliotek.dtu.dk)

and stay up to date on services and events by following the library on [Facebook](#), [Instagram](#) and [YouTube](#).

## Polyteknisk Book Store

**Whether you study on Ballerup Campus or Lyngby Campus Polyteknisk Book Store is going to be your bookstore.**

Here you will find all the books you will need for your studies; a rich selection of supplementary literature and tools, as well as a selection of notepads, binders, writing utensils, and all the other stuff you will need in your daily life as a student.

They are there for you and they will do whatever they can to ease out your start when it comes to books, by collecting information, create book lists, and make the ever-popular book packs, combining all the books you need for the semester in one package, ready to pick up and go. It will not get any easier.

There are book packs for the first semester for all students at DTU, and if you are studying to become a Bachelor of Engineering there will be book packs for you for the following three semesters, too.

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They usually have the same books in stock in the bookstores on the two campuses, but you can always check the current inventory status on the book lists on their website [www.polyteknisk.dk](http://www.polyteknisk.dk).

**Find the bookstore** On Lyngby campus you will find the bookstore in building 101 right next to the library, while on Ballerup campus you will find it right next to entrance 13A.

### **Lyngby campus**

Monday-friday: 8.30-16.30

### **Ballerup**

Monday-friday: 8.30-15.00

### **The students' bookstore**

The bookstore has existed since the 1960'ies, where students at the then named "Den Polytekniske Læreanstalt" decided to make it easier for all the students to get all their teaching material in time for the semester.

The bookstore collaborates with all the teachers and lecturers at DTU to make sure they can give you complete information about what you need for a specific course, and make sure they have the right versions. (There is a book list guarantee, which means the books bought in the bookstore is the correct version for the specific course.)

**Student discount** As a DTU student you receive a 10% discount on all non-discounted books you buy in the bookstore. That means that not only are your textbooks discounted, but also any other literature.

**DTU merchandise** Polyteknisk Book Store is also the official retailer of DTU merchandise. Come by and have a look at the large collection of DTU branded items, like t-shirts, sweatshirts, mugs, bags, and much more. There is also a wide selection of gifts. If you are missing an idea for a last-minute gift.

**Specialty bookstore for engineers** Polyteknisk Book Store is going to be your bookstore, not just while you are studying, but also when you are a graduated engineer. Polyteknisk Book Store is the largest independent technical bookstore in Denmark, and through the business to business department, delivers specialised literature to the knowledge-heavy institutions and companies in Denmark.

**[www.polyteknisk.dk](http://www.polyteknisk.dk)** We refer to the bookstores website outside of opening hours. Here you can find the textbooks you need for your course, and order more than 4 million Danish and English books, by the online booklists.

## **Bike repair**

**You can through a cooperation between DTU and Cykelven, get your bike repaired at study-friendly prices. They make repairs at both Lyngby and Ballerup Campus. For more information, go to [www.cykelven-portal.dk/dtu](http://www.cykelven-portal.dk/dtu)**

## **Transportation**

Ballerup Campus is approximately 13 km from the center of Copenhagen and Lyngby campus is approximately 16 km away, and it is easy to get there, both in car and with public transport. Here you can learn a bit about the transport options to both campuses.

We recommend you to use [www.rejseplanen.dk](http://www.rejseplanen.dk) for your travels to and from campus since it keeps you updated on your travel information.

### Transport from Copenhagen to Ballerup Campus

Bus 350S towards Ballerup st. or Malmparken stops at Ballerup Campus, and on the way it stops at Nørreport st., Bellahøj, Brønshøj Torv, and Husum Torv, among others. You can also get on the S-train C line towards Ballerup st. or Frederikssund, or the H line, also towards Frederikssund st.

### Transport from Høje Taastrup to Ballerup Campus

Bus 400S towards Lyngby stops 1.5 km from Ballerup Campus, at the bus stop Ring 4/Ballerup Byvej. It continues to Ballerup st. wherefrom you can get on Bus 350S towards Nørreport St. or Dragør Stationsplads.

### Transport between Lyngby and Ballerup Campus

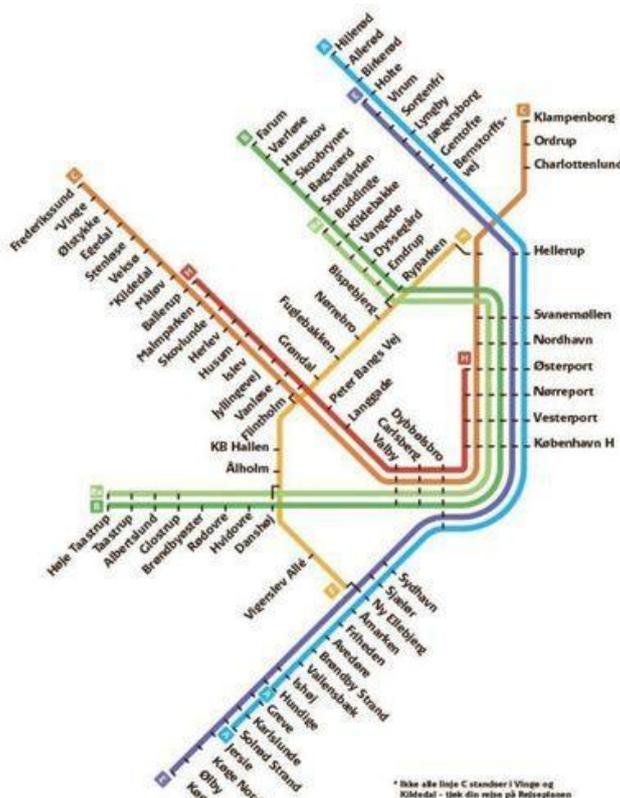
During working hours, you can take bus 40E from Rævehøjvej by building 101E at Lyngby Campus to the bus stop Borupvand (Lautrupparken), which is 1 km from Ballerup Campus. Furthermore, you can take bus 300S from Anker Engelunds Vej in the middle of Lyngby Campus to Herlev Bymidte from where you can change busses to 350S which drives to Ballerup Campus. You can also bike between the campuses, if you are up for it. The route is 13 km by several bike trails and is going to take you approximately 40 minutes to bike the route.

### Transport from Copenhagen to Lyngby Campus

Bus 150S towards Kokkedal St. goes through Nørreport St., and stops at Rævehøj at Lyngby Campus, and stops at Rigshospitalet syd, Universitetsparken, Ryparken St., and Tuborgvej, among others on the way there. You can also get on the S-train B line towards Holte or the E line towards Hillerød, and get off at Lyngby St. wherefrom you can get on bus 181, bus 300S towards Gl. Holte Øverødvej, or bus 190 towards Holte st. via Skovlyskolen.

### Copenhagen S-train line

A picture of S-train lines, which you can use for transportation is attached below:



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# Dorms

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Moving to a new place is always a challenge, and for most new students it can also be difficult to find a place to live. Dorms are an opportunity here, and there are some dorms both on and around the Lyngby Campus and around the Ballerup Campus. In this chapter you can read more about these and find out if the dorm life is something for you.

## PKS

Polyteknisk KollegieSelskab, also known as PKS, is a non-profit company founded by a group of dormitories connected to DTU. The company is led by an unpaid board consisting of members who are elected among board members from the dormitory boards and council members from the dormitory councils, thus ensuring the dormitories have influence on how they themselves are administered. PKS administers 9 dormitories on and around DTU Lyngby Campus, and the PKS administration office is located on the PF hall on the 1st floor in building 101E.

PKS offers approximately 1,742 single rooms and approximately 185 double rooms of which the majority is located within a radius of 5 km from DTU, Lyngby Campus. Most of the rooms are NOT furnished, with exception of Johannes Fog Kollegiet, the majority of the rooms have private bathrooms, and all of the rooms are connected to the internet. Rents for the single rooms vary from approximately 2,400.00 DKK to 3,700.00 DKK and the double rooms vary from 3,600.00 DKK to 7,200.00 DKK.

In order to be able to get a room, you must sign up at PKS' website; [www.pks.dk](http://www.pks.dk), where you have to fill out an application form. On the website you will be able to find answers to most questions.

### Opening times for office and phone lines:

Monday: 10.00-15.00

Tuesday-Thursday: 8.00–15.00

Friday: 8.00–13.00

Tlf. 45 25 72 90 E-mail: [pks@pks.dk](mailto:pks@pks.dk)



## PKS dorms

### **Kampsax Kollegiet**

Location: Lyngby Campus  
Rents single rooms  
Rent app. 2.700 kr

### **Paul Bergsøe Kollegiet**

Location: 4,2 km. from Lyngby Campus  
Rents single rooms and double rooms  
Rent app. 2.500 kr

### **P. O. Pedersen Kollegiet**

Location: 4,5 km from Lyngby Campus  
Rents single rooms and mezzanine apartments  
Rent app. 2.700 kr

### **Professor Ostenfeld Kollegiet**

Location: Lyngby Campus  
Rents single rooms and apartments  
Rent app. 2.800 kr

### **Trørød Kollegiet**

Location: 8,5 km. from Lyngby Campus  
Rents three room apartments  
Rent app. 7.500 kr

### **Villum Kann Rasmussen Kollegiet**

Location: Lyngby Campus  
Rents double rooms  
Rent app. 3.200 kr

### **William Demant Kollegiet**

Location: Lyngby Campus  
Rents single rooms  
Rent app. 3.700 kr

### **Fortunkollegiet**

Location: 2,5 km. from Lyngby Campus  
Rents single (two rooms share the entrance and toilet) and double rooms  
Rent app. 3.550 kr.

### **G.A. Hagemanns Kollegium**

Location: 12 km. from Lyngby Campus  
Rents single rooms + the staff makes 3 meals for you  
Rent app. 5.300 kr.

## Dorms in Lyngby

There are 5 other dormitories on and around Lyngby Campus, besides from the PKS administered ones. In contrast to the PKS administered ones, you must apply to these dorms individually through the forms on their websites.

### **Kollegiebakken og Andelskollegiet**

Location: Lyngby Campus  
Sells condominium housing of 30, 40, and 50 m<sup>2</sup>  
Down payment of 235.000 – 390.000 kr  
Monthly service of 4.000 – 6.800 kr  
Website: [www.andelskollegiet.dk](http://www.andelskollegiet.dk)

### **Nybrogård Kollegiet**

Location: 4,6 km from Lyngby campus  
Rents single rooms  
Rent app. 2.900 kr  
Website: <https://nybro.dk/>

### **Viggo Jarl Kollegiet**

Location: 3 km from Lyngby Campus  
Rents single rooms  
Rent app. 2.500 - 2.900 kr  
Website: [www.vjk.dk](http://www.vjk.dk)

### **U2 Campus Apartments**

Location: At Lyngby Campus  
Rents single rooms  
Rent app. 5.200 kr  
Website: [bdtu.dk](http://bdtu.dk)

### **Hempel Kollegiet**

Location: At Lyngby Campus  
Rents single rooms  
Rent app. 5.000 kr  
Website: [bdtu.dk](http://bdtu.dk)

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## Dorms in Ballerup

There are 6 dormitories around Ballerup Campus. All the rooms are unfurnished and have their own toilet and bath. You must apply through either findbolig, Kollegiernes Kontor in København, or at the individual dormitories. Ballerup city has a right to object at several of the dormitories. Read more at Ballerup city's website [www.ballerup.dk](http://www.ballerup.dk).

### **Lautrupgård Kollegiet**

Location: Across from Ballerup Campus  
Rents single, one and a half, and double rooms  
Rent app.: 3.200 – 4.900 kr  
Website: [www.s.dk](http://www.s.dk)

### **Sømoseparken**

Location: Across from Ballerup Campus  
Rents single and double rooms  
Rent app. 4.200 – 6.000 kr  
Website: [www.kollegierneskontor.dk](http://www.kollegierneskontor.dk)

### **Sportskollegiet**

Location: 3.1 km from Ballerup Campus  
Rents single rooms  
Rent app. 3.500 kr.  
Website: [www.s.dk](http://www.s.dk)

### **Kagså Kollegiet**

Location: 4.3 km from Ballerup Campus  
Rents single-, double-, and triple- rooms  
Rent app. 2.600 – 6.000 kr  
Website: [www.Kollegierneskontor.dk](http://www.Kollegierneskontor.dk)

### **Hjortespring Kollegiet**

Location: 3.3 km from Ballerup Campus  
Rents single rooms  
Rent app. 2.400 kr.  
Website: [www.hjortespring.dk](http://www.hjortespring.dk)

### **Herlev Kollegiet**

Location: 3.9 km from Ballerup Campus  
Rents single rooms  
Rent app. 2.900 kr.  
Website: [www.herlevkollegiet.dk](http://www.herlevkollegiet.dk)

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# Links

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There is a series of links and Facebook pages that are useful to keep yourself updated on what is going on, on DTU and with PF.

## Links, Facebook and Wordlist

### Links

- [pf.dk](http://pf.dk)
- [pf.dk/Ulykkesforsikring](http://pf.dk/Ulykkesforsikring) (PF's accident Insurance)
- [english.ida.dk](http://english.ida.dk) (Engineering union)
- [overlevpaasu.dk](http://overlevpaasu.dk) (Economic guidance)
- [studenterguiden.dk](http://studenterguiden.dk) (Grants, internships etc.)
- [polyteknisk.dk](http://polyteknisk.dk) (The book store)
- [sdb.dtu.dk](http://sdb.dtu.dk) (DTU's Programme specifications)
- [use.mazemap.com](http://use.mazemap.com) (Room numbers, search at DTU)

### Apps

- PF - Polyteknisk Forening - [Android/Apple](#) (This app)
- Brightspace Pulse - [Android/Apple](#) (DTU Learn in App form)
- DaluxFM Helpdesk - [Android/Apple](#) (App for registration of things that are not working on campus - so DTU Campus Service will fix that)
- DTU Injury - [Android/Apple](#) (App that comes in handy if something happens on DTU (as accidents/near miss incidents) - it has a fast dial to DTU emergency management team)
- Hello Fellow - [Android/Apple](#) (App with cool events made by IDA)
- DTU Course Analyzer - [Chrome/Firefox](#) (Actually not an app, but a browser extension - It gives you overview over workload for different courses)
- Mazemap - [Android/Apple](#) (Map to find your way around DTU - alternatively Google Maps also works quite well if it comes to finding a building)

### Facebook

- [PF - Polyteknisk Forening](#)
- [Opslagstavlen DTU // The Notice Board DTU](#)
- [S-Huset](#)
- [S-Huset Ballerup](#)
- [Verners Kælder](#)
- [Danmarks Tekniske Universitet - DTU](#)
- [Technical University of Denmark - DTU - Student Forum](#)
- [Brugte bøger / Used books -DTU](#)
- [GratisDTU - \(free stuff around DTU\)](#)

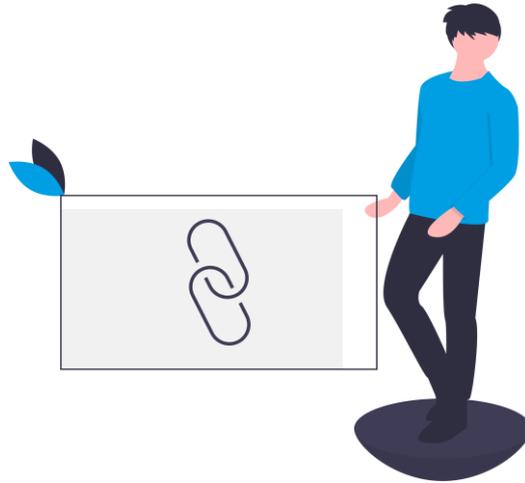
- [IDA for studerende \(IDA page for students\)](#)
- [DTU Study abroad](#)

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## Wordlist

There are a lot of abbreviations i PF and they are not all totally intuitive. Therefor the list mentioned below has been made to create a summary of the abbreviations and their meaning.

- PF - Polyteknisk Forening
- AUS - Office for Study Programmes and Student Affairs (DTU)
- B24 - The Board of PF year 2024
- CAS - Campus Service (DTU)
- Diplomstuderende - Bachelor of Engineering
- DSF - Danish Students' Organisation
- FAKU - The Council for Chair Persons of the PF Student Councils
- FR - The Joint Council
- Hyttetur - Cabin trip
- IDA - The Society of Danish Engineers
- ISN - Study Board (DTU)
- Joint - A concert
- KABS - Coordinators of the Bachelor Study Start
- Kaffestuen (S-Huset) - The Coffee Lounge
- Kagemøde - Lunch Meeting (with cake!)
- Kælderbaren - The Cellar Bar
- Pejsestuen - The Fireplace Lounge
- PF Faglig - PF Academic
- PF HUMOR - The group responsible for arranging the PF REVUE
- PF MSC - Master Student Coordinators
- PF Politisk - PF Political
- PF Social - PF Social
- PF Sekretariatet - The PF Secretariat
- Politisk Gruppe - Political Group
- Rektor - President
- Rus - Freshman
- Rustur - Rus Trip
- Rusbogen - Introduction Booklet
- SocialUdvalget - The Social Committee
- Studieråd - Student Council
- Studiestart - Study Start
- Vektor - Vector



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# Colophon

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pf@pf.dk

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