

# Getting started

A guide  
for new  
international  
students  
2020/21

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# Welcome to Roskilde University (RUC)

It is our pleasure to welcome you as one of more than 500 international students who Roskilde University (RUC) receives this year.

Located in beautiful green surroundings, close to the historic city of Roskilde and just around 20 minutes by train from central Copenhagen, RUC offers an international study and learning environment. 9000 students are enrolled at RUC. About 9 % of these are international students.

Roskilde University is often abbreviated to RUC according to its former name: Roskilde University Centre. Since its foundation in 1972, the university has focused on new ways of learning, by breaking with traditional educational thinking and practice to develop a unique model for educational principles.

The staff at RUC is here to help you, if you have any questions about study-related or practical matters.

We hope you will enjoy your studies at RUC and your experience as a student in Denmark.

Wishing you all the best!

*RUC International Education and Mobility*

## Updates from RUC concerning COVID-19

The information offered in this edition of 'Getting Started' may not be completely up to date. It was updated early July 2020, and changes may have occurred following due to COVID-19.

RUC will be continuously updating the Study Start and Coronavirus (COVID-19) webpages in order to provide you with the up-to-date information you need for joining us in the autumn semester 2020. Visit RUC's webpages here:

[Coronavirus \(COVID-19\) update](#)  
[Study Start for bachelor's students](#)  
[Study Start for master's students](#)  
[Study Start for exchange and guest students](#)

You should also visit the relevant websites mentioned in 'Getting Started' for information about any changes.

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# Guides for new international students

## Getting Started

This handbook outlines the essential information you need to know as a new international student at RUC and when moving to Denmark. You should use it to help you plan your stay and while you settle in for your first semester. We also offer the following two helpful guides.

RUC on the go:

[intra.ruc.dk/ruconthegoen](https://intra.ruc.dk/ruconthegoen)

## RUC on the go

'RUC on the go' is a guide about what it means to be a student at RUC. It offers information about RUC's study environment, educational model, project work and much more.

## International students' survival guide to life in Denmark

'International students' survival guide to life in Denmark' is a comprehensive guide about many different aspects of Danish student life. It is made by students. It offers information about the Danish academic culture, social life as a student, background information about Denmark, practical things you need to do when moving to Denmark and much more.

International students' survival guide to life in Denmark:

[danskestuderende.com/  
fileadmin/Survival\\_Guide\\_2020.  
pdf](https://danskestuderende.com/fileadmin/Survival_Guide_2020.pdf)







# Applying for a Residence Permit/ Residence Document

## Nordic citizens

If you are a Nordic citizen, i.e. a citizen of Finland, Iceland, Norway or Sweden, you are free to reside, study and work in Denmark without a residence permit/residence document.

## EU/EEA/Swiss citizens

If you are an EU/EEA/Swiss citizen, you need an EU residence document when staying in Denmark for more than three months. An EU residence document is a certification of the rights you have as an EU citizen, if you meet the conditions for residence under EU rules. You have the right to reside, study and work in Denmark.

### When to apply

You must apply for an EU residence document within three months from your arrival to Denmark. However, we strongly encourage you to apply as soon as possible after your arrival in Denmark. It usually takes 0-30 days to process your application.

### How to apply

You apply for your EU residence document via the Danish Agency for International Recruitment and Integration (SIRI). What you need to do:

1. Gather documentation
2. Complete the application form: "OD1 - application for EU-residence document"
3. Book an appointment at SIRI
4. Submit your application and required documents in person at one of SIRI's branch offices

Please read the complete information on how to apply:

[nyidanmark.dk](http://nyidanmark.dk)

## Non-EU/EEA citizens

If you are a non-EU/EEA citizen, you need a residence permit to study in Denmark. You must have a residence permit before coming to Denmark. If you are no longer actively studying at RUC, you cannot uphold your residence permit. RUC is obliged to inform SIRI that you are no longer actively studying at the university.

### When to apply

RUC completes part 1 of your online application for a study residence permit (ST1 form), and provides you with a reference number and access code. You should apply immediately after you receive this information from RUC in order to receive your permit in due time. It may take up to 2 months to process your application from the date that SIRI receives a fully completed application.

### How to apply

You apply for your residence permit via the Danish Agency for International Recruitment and Integration (SIRI). What you need to do:

1. Create case order ID at SIRI's website
2. Pay the fee to SIRI
3. Gather documentation
4. Complete part 2 of the online application form: ST1
5. Have your biometric features (facial photo and fingerprints) recorded within 14 days after submission of your application.

Please be aware of the following:

- You must appear in person to have your biometrics features recorded, e.g. at a Danish diplomatic mission or an application centre. They may charge a fee, which can vary in price.
- If you are unable to book an appointment to have your biometrics recorded within the time limit of 14 days, you should inform SIRI by e-mail of the appointed time. This way you can avoid having your application rejected.

Please read the complete information on how to apply:

[nyidanmark.dk](http://nyidanmark.dk)

# Moving to Denmark

## Residence permit extensions for non-EU/EEA citizens

You can apply for an extension of your study residence permit, if you have been delayed in your studies, or if you were granted a shorter permit due to the expiry date of your passport. Your residence permit can be extended for up to 1 year beyond the prescribed period of study.

### When to apply

You can apply for an extension up to four months before your original residence permit expires.

It is crucial that you submit your application to SIRI before your original permit expires. If you apply after your original permit has expired, your application will be rejected because you will be residing illegally in Denmark. You will then have to leave the country and apply for a residence permit from your home country.

It may take up to 3 months to process your application from the date that SIRI receives a fully completed application.

### How to apply

You apply for an extension of your residence permit via SIRI. What you need to do:

1. Inform RUC that you need to apply for an extension of your residence permit. If you are an exchange student, send an e-mail to [incoming-exchange@ruc.dk](mailto:incoming-exchange@ruc.dk). If you are taking a bachelor's or master's degree, send an e-mail to [fulldegree@ruc.dk](mailto:fulldegree@ruc.dk). RUC completes part 1 of your online application (ST3 form), and provides you with a reference number and access code. It usually takes up to a week for RUC to process your request.
2. Create case order ID at SIRI's website
3. Pay the fee to SIRI
4. Gather documentation
5. Complete part 2 of the online application form: ST3 form
6. Have your biometric features (facial photo and fingerprints) recorded within 14 days after submission of your application.

Please read the complete information on how to apply:

[nyidanmark.dk](http://nyidanmark.dk)



# Registration in Denmark

## Civil registration number (CPR number)

In Denmark, each person has a civil registration number, which is called a CPR number. You are required to register for a Danish CPR number.

The CPR number is essential in relation to any contact with the Danish authorities and ensures that you can get free medical help, open a bank account, register at the tax authorities, use public libraries, receive salary payment and the like.

If you move or relocate after you have been registered in the system, you must report this to your (new) municipality. Before leaving Denmark, you must also notify the citizen service ('Borgerservice') of your departure.

### When to apply

Before you can apply for a Danish CPR number, you must have a:

- residence permit (non-EU/EEA citizens) / an EU residence document (EU/EEA/Swiss citizens). Nordic citizens do not need a residence document
- place to live in Denmark

### How to apply via International Citizen Service

If you live in Copenhagen or Roskilde Municipality, you apply via the International Citizen Service at International House Copenhagen.

If you live in another municipality, you may be able to apply via the International Citizen Service at International House Copenhagen. Check to see if you can apply via the International Citizen Service: [ihcph.kk.dk/artikel/if-you-live-outside-copenhagen](https://ihcph.kk.dk/artikel/if-you-live-outside-copenhagen)

What you need to do:

1. Gather documentation
2. Complete the online application form  
*NB: EU citizens may apply for CPR online before they receive their registration certificate, but must bring the document on the day of registration*
3. Wait for your invitation e-mail
4. Go to International House Copenhagen during their opening hours for an ID check. If your application is approved, you will get your CPR number straight away

Please read the complete information on how to apply:

[ihcph.kk.dk/artikel/apply-your-cpr-number-here](https://ihcph.kk.dk/artikel/apply-your-cpr-number-here)

### How to apply via your local citizen service

If the International Citizen Service does not cover your municipality, you must apply via your local citizen service. Contact your local citizen service for information on how to apply.



# Moving to Denmark

## International House Copenhagen

International House Copenhagen also offers assistance with e.g.:

- EU residence document
- Tax card
- Job seeking in Denmark

### Contact information

Gyldenløvesgade 11  
1600 Copenhagen V  
Phone: (+45) 3366 1000  
Web: [ihcph.kk.dk/](http://ihcph.kk.dk/)

### Opening hours:

Monday-Wednesday: 10.00-15.00  
Thursday: 11.00-15.00  
Friday: 10.00-14.00  
Saturday-Sunday: Closed

## Health insurance: Coverage when registering for a CPR number

You will receive a Danish health insurance card ('Sundhedskort') when registering for a CPR number. This card is proof that you are entitled to all public healthcare services in Denmark. You should always carry this card with you, as you must present it at all visit to doctors, hospitals, pharmacies when collecting prescription drugs etc. *Please note that going to the dentist is not covered by the free healthcare system.*



# Accommodation

## Campus accommodation for exchange students

RUC has secured a limited number of residence hall rooms for our exchange students. The residence halls are located on campus.

We do not give guarantees, but normally we are able to accommodate all exchange students who applied before the deadline for the spring semester, and most students for the autumn semester.

### Information about the residence halls

RUC has secured rooms in the following three residence halls:



- 1. Korallen:** 107 rooms in total. RUC has secured approximately 20 single rooms with own bathroom and kitchenette and shared common rooms/big kitchens.
- 2. Kolibrien:** 59 rooms in total. RUC has secured approximately 35 single rooms with own bathroom and shared kitchen and common room, as well as 1 shared flat with 3 single rooms with 2 shared bathrooms and shared kitchen and common room.
- 3. Rockwool:** 15 rooms in total. RUC has secured 3 shared flats with 4 single rooms, 2 bathrooms and shared kitchen/common room, as well as 2 single rooms with own kitchenette and shared bathroom for the 2 single rooms (no shared/common room).

The residence halls have kitchen and laundry facilities. All rooms are self-serviced. The rooms are equipped with basic furniture, the most necessary kitchen utensils, as well as a pillow and duvet. You have to provide sheets and towels.

You will find a student video about one of the residence halls "Koral-len" on YouTube: [youtu.be/sccGVUuTP70](https://youtu.be/sccGVUuTP70)

### How to apply

You will receive an e-mail with information on how to apply when you are accepted as an exchange student.

You need to put down a deposit of 11.000 DKK, and pay 3350-4200 DKK per calendar month depending on the room.

# Moving to Denmark

## How to find accommodation

RUC is unfortunately not able to assist our full degree students in finding accommodation. In the sections below, you can find information on how to find accommodation in Denmark.

### General information about student housing in Denmark

- Finding accommodation for students in Denmark is generally quite challenging. We recommend that you secure your accommodation before arriving in Denmark.
- Danish students usually live in private or rented flats, rooms or in residence hall rooms.
- It is common to pay a deposit corresponding to three months' rent when signing a lease agreement. You will get the deposit back upon moving out - unless anything has been damaged. It is also common to have three months' notice for terminating a lease agreement.
- Apartments and rooms are usually rented out without furniture. However, you can apply specifically for rooms with furniture via different platforms – just note that there are significantly fewer furnished rentals and that they are more expensive.

### Housing Anywhere

Roskilde University supports the global network Housing Anywhere. It is a peer-to-peer platform where people can rent out rooms to international students. If you log in via this page, you get a Roskilde University VIP profile: [housinganywhere.com/roskilde--Denmark/roskilde-university/sign-up](https://housinganywhere.com/roskilde--Denmark/roskilde-university/sign-up)

### RUC's digital notice board

You can send an e-mail to [markedsplads@ruc.dk](mailto:markedsplads@ruc.dk), if you are looking for accommodation. It is a digital notice board, which many students and members of staff at RUC subscribe to this service. It is also useful, if you need to buy or sell a bicycle, furniture or other things.

### Student housing agencies

You can apply for accommodation via student housing agencies:

RIU-Roskilde (Residence halls in Roskilde) and CIU-Copenhagen (Residence halls in Copenhagen)

CIU/RIU

Jernbanegade 4, 4. sal

1608 København V

Phone: RIU: (+45) 4632 1000 / CIU (+45) 3311 6444

E-mail: RIU: [info@riu-roskilde.dk](mailto:info@riu-roskilde.dk) / CIU: [info@ciu.dk](mailto:info@ciu.dk)

Web: [s.dk](http://s.dk) (only in Danish – use a translating browser)

Kollegiernes Kontor i København (Residence halls in Copenhagen)

Dahlerupsgade 3, st.

1603 København V

Phone: (+45) 3363 0500

E-mail: [kkik@kollegierneskontor.dk](mailto:kkik@kollegierneskontor.dk)

Web: [kollegierneskontor.dk](http://kollegierneskontor.dk)

### Websites

The 'International students' survival guide to life in Denmark' refers to a number of websites where you can look for accommodation.

Please go to the 'International students' survival guide to life in Denmark': <https://bit.ly/Survivalguide2020>

### Your first days in Denmark

This could be an option for your first days in Denmark:

Danhostel Roskilde

Vindeboder 7

4000 Roskilde

Danmark

Phone: (+45) 7087 6354

Email: [roskilde@danhostel.dk](mailto:roskilde@danhostel.dk)

Web: [danhostelroskilde.dk](http://danhostelroskilde.dk)

# Living in Denmark

## Bank account

### How to open a bank account

If you want to open a Danish bank account, you need to obtain a Danish CPR-number first. To open a bank account, you usually need to submit a certified copy of your passport/national ID-card, admission letter from Roskilde University and your Danish health insurance card with your CPR number and Danish address. You can contact any Danish bank to set up an account.

### Nemkonto

You need to register your Danish bank account as what is called a 'Nemkonto' (i.e. an 'Easy Account'). This will allow Danish public authorities to make direct payments to you – like wages, tax rebates and the like.

For more information: [www.nemkonto.dk](http://www.nemkonto.dk)

## Budget

In terms of living expenses, these will depend on your personal standards and requirements. To give you an idea, here is an approximate average per month for selected expenses:

Housing	DKK 3,000-5,000 (€ 400-670)
Food	DKK 1,500-2,000 (€ 200-270)
Transportation	DKK 660 (€ 90)
Books	DKK 250-500 (€ 35-70)

In total, you should expect to use approximately DKK 8,000 (€ 1,070) per month.

## Danish courses

While most Danes speak English quite well, learning Danish will benefit you at your study place, in your social life and in terms of finding a job in Denmark. There are different options for Danish language courses depending on where you live.

For information about your options:

Roskilde: [english.roskilde.dk](http://english.roskilde.dk)

Copenhagen: [international.kk.dk](http://international.kk.dk)

## Danish state educational grant (SU)

Danish citizens enrolled at a higher education programme are entitled to receive a monthly SU grant. Foreign citizens must fulfil specific conditions in order to be approved to receive SU.

For more information: [su.dk/english](http://su.dk/english)

## Digital Denmark

### NemID

NemID is a secure login to public websites in Denmark. E.g., when you use online banking, change your address, see your tax, choose a doctor or register that you are leaving Denmark. NemID consists of a User ID, password and a code card. You need to have a Danish CPR number in order to apply for a NemID.

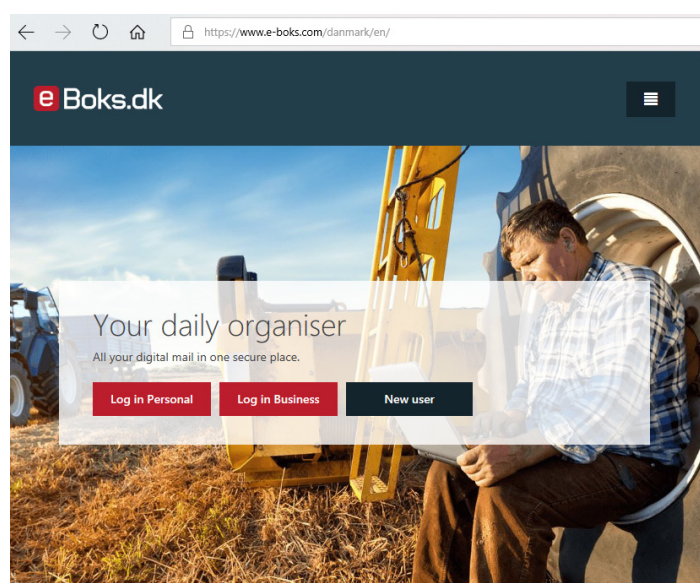
For more information: [nemid.nu](http://nemid.nu)

### Digital post

Public authorities in Denmark send letters via digital post. This includes letters from hospital, pension statements, information about SU, letters from the Danish Tax and Customs Administration (SKAT), etc.

You access digital post via [www.e-Boks.dk](http://www.e-Boks.dk) or [lifeindenmark.borger.dk](http://lifeindenmark.borger.dk).

At e-Boks, you can also choose to receive digital post from your bank, insurance company, etc.



# Moving to Denmark

## Emergency number

Dial **112** in case of an emergency and ask for an ambulance, the police or fire department. There is no charge when you call this number.

### Medical helpline

If you become ill outside your doctor's opening hours (during weekends, on a public holiday or after 16.00 on weekdays), you can call the medical helpline ('Lægevagten'). Remember to have your Danish health insurance card ('sundhedskort') with you when you call this service.

#### Phone

Copenhagen area: (+45) 1813

Roskilde area: (+45) 7015 0700

#### Phone hours

Monday – Friday: 16.00-08.00

Weekends and public holidays: On call day and night.

### Police

Dial 114, if you need to contact the police in cases that are not urgent.

## Insurance

We strongly recommend that you take out adequate insurance while studying in Denmark. The following insurance is recommended:

- Third-party liability insurance ('Ansvarsforsikring') – covering expenses if you have to pay compensation to another person
- Accident insurance ('Ulykkesforsikring') – covering the financial consequences of an accident
- Home insurance ('Indboforsikring') – for your personal belongings
- Car insurance ('Bilforsikring') – If you bring a car with you, please make sure it is properly insured. If you decide to take out the insurance in Denmark, try contacting some of the larger insurance companies. They have websites in English.



# Working in Denmark

## Student job

It may be a challenge to get into the Danish labour market and find a relevant student job straight away, if you do not speak Danish at all. However, do not regard this an insuperable barrier. Instead, use your intercultural background as an asset in your job search. AND most importantly: Use the different opportunities you have either on your Bachelor's or Master's programme. Many students use the option of collaborating with a company for a project or doing a relevant internship, as their way to find a relevant student job. Besides this, relevant voluntary work can also give you qualifications, which may just qualify you for a relevant student job.

For more information and tips on finding a student job in Denmark:

[www.karriere.ruc.dk](http://www.karriere.ruc.dk)

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

## SU and work

You are allowed to work while you receive SU, but there is a limit to the amount you are allowed to earn. In addition, if you have been granted SU, because you are working in Denmark, you must remain employed for a minimum of 10-12 hours a week.

For more information: [international.kk.dk](http://international.kk.dk) and [su.dk/english](http://su.dk/english)

## Tax information

You need to pay income taxes, if you are working while studying in Denmark. The Danish Tax and Customs Administration (SKAT) can help you to make a tax card and guide you about Danish tax affairs.

For more information: [skat.dk](http://skat.dk)



## Work permit

### Nordic/EU/EEA/Swiss citizens

If you are a Nordic, EU, EEA or Swiss citizen, you do not need a work permit.

### Non-EU/EEA citizens

If you are a non EU/EEA citizen, you apply for a work permit as part of your residence permit as a student. This work permit entitles you to work for up to 20 hours a week during the semester, and full time during the months of June, July and August. The terms of your work permit is stated in the decision concerning your residence permit. Please make sure to comply with the stated terms.

For more information: [nyidanmark.dk](http://nyidanmark.dk)

### Establishment card scheme for non-EU/EEA citizens

The establishment card is for non-EU/EEA citizens that want to stay in Denmark to seek employment after completion of a Danish bachelor's degree, master's degree or PhD degree. You must apply within 12 months of completing your education. If you are granted an establishment card, you do not need to obtain a work permit. The establishment card will be granted for a period of maximum 2 years.

For more information: [nyidanmark.dk](http://nyidanmark.dk)

# Moving to Denmark

## Transportation

### Bicycle

Many Danish people ride a bicycle for their everyday transportation. It is possible to buy a second-hand bicycle to save money. Supermarkets like Kvickly and Bilka sell new bicycles at reasonable prices.

### Taxis

Taxis are quite expensive in Denmark. They run by meter, so you cannot bargain.

### Directions to RUC

RUC is easily accessed by train. You have to get off at Trekroner Station, from where it takes about 10 minutes to reach the university on foot.

For more information: [ruc.dk/en/directions-roskilde-university](http://ruc.dk/en/directions-roskilde-university)

## Public transportation

### Planning your journey

Use Journey Planner when going somewhere by public transportation: [journeyplanner.dk](http://journeyplanner.dk)

This website provides you with the easiest and quickest way to get from one place to another by train, bus or metro in Denmark and out of Denmark.

### Where to buy tickets

You can buy tickets or travel cards valid for buses, trains and the metro in the following ways:

- 'DOT Tickets' app
- Ticket machines at the metro or train station
- 7-eleven kiosks at the metro or train station
- Ticket office at Copenhagen Central Station.

### Calculate the ticket price for the Greater Copenhagen area

The Greater Copenhagen area is divided into zones to calculate the ticket price for buses, trains and metro. At stations and bus stops, you will find coloured zone maps by which you can calculate the fare for your journey. To go to Roskilde from Trekroner, you must buy a 2-zone ticket. To go to Copenhagen from Trekroner, you need a 7-zone ticket.

For more information:

Public transportation: [dinoffentligetransport.dk/tourist](http://dinoffentligetransport.dk/tourist)

Train journeys: [dsb.dk](http://dsb.dk)

**We solve real  
world problems  
– one project at  
a time**

# Starting

# at RUC

## Introduction to RUC

### Academic culture

The student-lecturer relationship and academic culture in Denmark may be quite different from what you are used to.

Main characteristics about the academic culture in Denmark and at RUC:

- The student-lecturer relationship is quite informal, and you are not expected to address the lecturer by using their last name or Mr/Mrs
- You should feel free to ask your lecturer questions during and after class
- The lecturers will guide you in the right direction, give you references, advice, and discuss the theories and methods, but they will not provide the final answer or monitor everything you do
- You are expected to participate actively during class, project work and meetings with your lecturer
- You are expected to develop a critical approach and put forward a well-reasoned argument supported by evidence, instead of simply reproducing information from books and lectures

### Buddy programme

Sign up for the Buddy Programme, if you want a face-to-face introduction to student life at RUC. All new international students can sign up for the Buddy Programme. Your buddy will be a current student at RUC. The point is to give you an informal introduction to your new study environment. The Buddy Programme also hosts common social events for all international buddies and their local RUC buddies throughout the semester. The buddy programme is available for all new international students.

Read more about the Buddy Programme and sign up: [intra.ruc.dk/index.php?id=46727&L=1](http://intra.ruc.dk/index.php?id=46727&L=1)

### Educational model

What sets RUC apart from other universities in Denmark and abroad is our educational model, as it combines traditional course teaching with problem-oriented project learning (PPL). At RUC, PPL is based on seven principles:

1. Project work
2. Problem orientation
3. Interdisciplinarity
4. Participant control
5. Exemplarity
6. Group work
7. International insight and vision.

The seven principles are applied to both course teaching and project work. Your study activities consist of 50% courses and 50% project work conducted in groups.

For more information go to our guide 'RUC on the go': [intra.ruc.dk/ruconthegoen](http://intra.ruc.dk/ruconthegoen)

### RUC at YouTube

What it is like to study at RUC: [youtu.be/pfe\\_WUgWQgE](https://youtu.be/pfe_WUgWQgE)

Being an international student at RUC: [youtu.be/aW4pQjDUnGo](https://youtu.be/aW4pQjDUnGo)

About problem-oriented project work: [youtu.be/IFGKuoWXJYQ](https://youtu.be/IFGKuoWXJYQ)

### RUC at Facebook

RUC: [facebook.com/rucdk](https://facebook.com/rucdk)

Group for International Students at RUC: [facebook.com/groups/628491600592989](https://facebook.com/groups/628491600592989)

# Practical Study Information

## Academic year

SPRING SEMESTER:

1 February to  
30 June

AUTUMN SEMESTER:

1 September to  
31 January

## Danish grading system

You will either receive a grade according to the 7-point grading scale or a pass/fail after your exam.

### 7-point grading scale

Grade	Description	ECTS
12	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.	A
10	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	B
7	For a good performance displaying good command of the relevant material but also some weaknesses.	C
4	For a fair performance displaying some command of the relevant material but also some major weaknesses.	D
02	For a performance meeting only the minimum requirements for acceptance.	E
00	For a performance which does not meet the minimum requirements for acceptance.	Fx
-3	For a performance which is unacceptable in all respects.	F

### Pass/fail

For exams evaluated by the pass/fail evaluation system, you will not receive a grade.

If you are an exchange student, please note that not all universities accept the pass/fail assessment when you have to transfer the credits. Ask your home university for their credit transfer policy. If they do not accept pass/fail, make sure to choose courses at RUC evaluated by the 7-point scale.



# Starting at RUC

## ECTS

ECTS stands for European Credit Transfer System. It is a system used to refer to the amount of academic credits acquired for a specific course, project or programme. All higher education programmes in Denmark, and in most European countries, are described according to ECTS. One semester of full-time study corresponds to 30 ECTS. A three-year bachelor's programme at RUC equals 180 ECTS, and a two-year master's programme at RUC equals 120 ECTS.

For more information: [ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects\\_en](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en)

## Guidance on examination cheating and plagiarism

The academic working methods at Roskilde University may be different from what you were used to at your high school or previous university. You should make sure that you are familiar with the rules concerning examination cheating and plagiarism in order to avoid being suspected of academic misconduct.

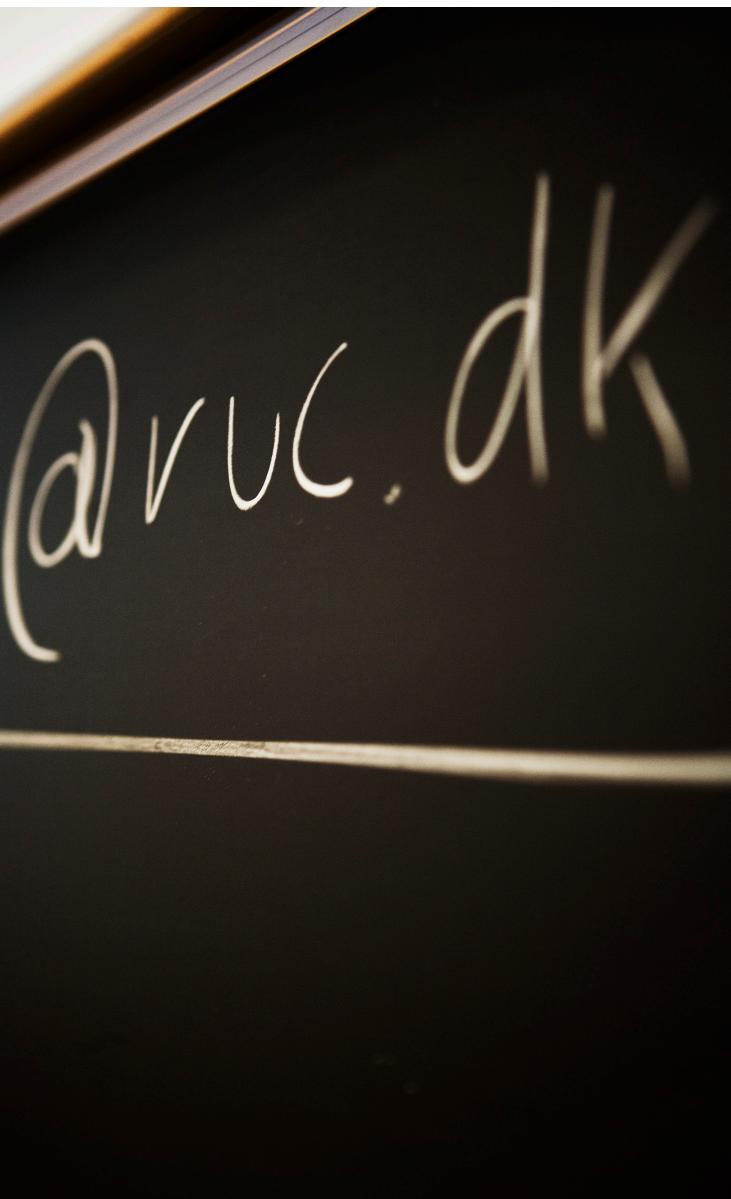
For more information:

How to avoid plagiarism: [stopplagiat.nu/en/](https://stopplagiat.nu/en/)

How cases of suspected examination cheating are handled at RUC: [intra.ruc.dk/en/employees/rules-and-regulations/education/31-general-rules-at-ruc-for-bachelors-and-masters-programmes/](https://intra.ruc.dk/en/employees/rules-and-regulations/education/31-general-rules-at-ruc-for-bachelors-and-masters-programmes/)



# Practical matters when starting at RUC



## RUC login and e-mail account

You will get a username and password for your RUC login and e-mail account. Your username and password is your log in to all RUC's IT systems, RUC e-mail account, wifi and digital platforms.

Please make sure to check your RUC e-mail regularly, as it is used to remind you to sign up for exams, renew your student card etc.

### How to get your username and password

Once you have received a message that you have been formally enrolled, you can get your username and password for your RUC login and e-mail account.

What you need to do:

- If you **do not** have a Danish NemID, you can see in your enrollment letter how to get your RUC login.
- If you **have** a Danish CPR-number and NemID, you can activate your RUC login here: <https://stax-ws.ruc.dk/nytlogin/?lang=en>

## IT systems

### Digital exam

'Digital Exam' is RUC's digital exam portal where examination assignments are released and where you submit your exam papers.

Digital exam: [eksamen.ruc.dk](https://eksamen.ruc.dk)

### Moodle

'Moodle' is a platform that supports the communication between the lecturer, administration and you. You also have access to course materials and much more via Moodle. You must be registered for your courses and projects before you can gain access to Moodle.

Moodle: [moodle.ruc.dk](https://moodle.ruc.dk)

### STADS Online Student Services

'STADS' is RUC's student registration system. You have access to STADS Online Student Service where you can e.g.:

- Register for courses and exams
- Find your exam results
- Print your transcript or confirmation of enrollment

STADS Online Student Services: [stadsappsrv21.ruc.dk:8443/sb\\_stax/sb/index.jsp](https://stadsappsrv21.ruc.dk:8443/sb_stax/sb/index.jsp)

# Starting at RUC

## Student card

Every student at RUC gets a student card. The card has several purposes. It serves to identify you as a student at RUC, it gives you access to the multi-function machines for printing, copying and scanning at RUC, and it works as an access card to your department at the university.



### How to get your student card

Once you have received your username and password for your RUC e-mail account, you can order your student card.

What you need to do:

1. Get your photo taken in the photo booth in Building 03.1 or upload your own photo and order your student card at [kortprint.ruc.dk/index.php](http://kortprint.ruc.dk/index.php)
2. When the card is ready, you will receive an e-mail stating that you can pick it up at the Service Desk in Building 03.
3. In order to use the card as an access card, the Service Desk also need to activate it.

## Study activities

Find all relevant information about your study activities, such as your study start, courses and projects at [study.ruc.dk](http://study.ruc.dk).

In the description of the individual courses and projects, you can find information about:

- How to sign up for courses and projects
- When and where your courses will be held
- Group formation
- Course materials
- Examination details and much more

Study activities: [study.ruc.dk](http://study.ruc.dk)

**We work  
interdisciplinary  
– real world  
problems have  
no boundaries**

# Starting

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RUC

## Administration and Services

### Student Hub

The Student Hub is where you can get answers to any questions you may have about your studies.

You can ask about:

- Admission and Enrollment
- Exchange
- Registration for study activities and exams
- Student Grant (SU)
- Study and Career Guidance
- Or any other questions about study-related or practical matters

#### Contact information

Location: Building 01 opposite the canteen

Opening hours: Monday, Tuesday, Thursday and Friday: 12.00-15.00

For information about telephone numbers, phone hours and e-mail addresses (you need your RUC login to access this page): [intra.ruc.dk/en/studenthub](https://intra.ruc.dk/en/studenthub)

You can also find the answer to many of your questions at the Student Hub webpage (you need your RUC login to access this page): [intra.ruc.dk/en/studenthub](https://intra.ruc.dk/en/studenthub)

### Special Pedagogical Support (SPS)

Special Pedagogical Support (SPS) is a subsidy scheme enabling students with physical or mental disabilities to complete a higher education on an equal footing with other students. Disabilities may be dyslexia, hearing impairments, mobility problems, blindness or physical handicap.

For more information: [intra.ruc.dk](https://intra.ruc.dk)

### Student Counselling Service

Student Counselling Service offers different services to help students who are not thriving and who are at risk of being unduly delayed or dropping out of their studies entirely, and to help prevent social and psychological issues amongst the students.

#### Contact information

Location: Building 40, room 1-47 and building 41, room 1-02

E-mail: [ruc@srg.dk](mailto:ruc@srg.dk)

Phone: (+45) 7026 7500

Phone hours: Monday – Friday: 09.00-12.00

For more information: <https://srg.dk/en/>

### University Chaplain

You can contact the University Chaplain, Ulla Pierri Enevoldsen, for a confidential conversation if you need someone to talk to regardless of your religious beliefs. If you want to make sure that she is available, you should send an e-mail to book an appointment.

#### Contact information

Location: Building 40, room 40.1-14

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

For more information: [pastor.ruc.dk](https://pastor.ruc.dk)



# Facilities on Campus

## Bookshop

You can buy all of your course literature at the bookshop, Academic Books.

Location: Building 26

For more information: <https://www.academicbooks.dk/en>

## How to Print, Copy and Scan

There are different types of multi-function machines at RUC, which can all print, copy and scan to e-mail. You use your student card to release your prints. RUC students have 700 clicks for free per semester, which corresponds to the cost of 700 black/white A4 sheets. You have to pay for additional clicks.

For more information (you need your RUC login to access this page): [intra.ruc.dk](http://intra.ruc.dk)

## Sports facilities

RUCsport offers exercise and sports activities for students and employees at RUC. They run the gym and host a variety of activities. To use the sports facilities, you are required to pay a membership fee.

Gym location: Building 45.1

For more information: [rucsport.com](http://rucsport.com)

## Student House

The Student House at RUC works as a gathering place for all students at RUC. You can use the Student House for a number of things. Whether you need a place to study, have a group meeting or hang out with your fellow students. You can also visit RUCbar, which is a café and bar. Here you can grab a cup of coffee, a soda or beer with your fellow students. The Student House It is run by students on a voluntary basis.

Location: Building 13

For information about opening hours for the café, opportunities to volunteer or use the house: [studenterhusetruc.dk](http://studenterhusetruc.dk)

## University Canteen

In the university canteen, you can buy hot and cold drinks, homemade bread, cakes and other essentials. At least two hot meals are offered each day, one of which is vegetarian. There is also a salad bar, sandwiches and "smørrebrød" (Danish open sandwiches on rye bread).

Location: Building 01

## University Library

Roskilde University Library is designed to be a workspace for students and staff at Roskilde University. The facilities include reading rooms, group rooms, readers' seats, access to print, copy and scan, etc.

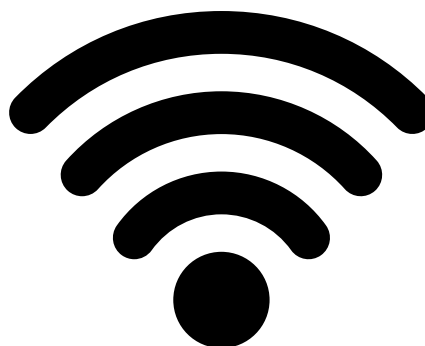
Location: Building 26

For more information: [rub.ruc.dk](http://rub.ruc.dk)

## Wifi

You can connect to the wireless network at RUC via Eduroam. This network is also available at other Danish universities that offer this service.

For information on how to connect to Eduroam (you need your RUC login to access this page): [intra.ruc.dk](http://intra.ruc.dk)



# Starting

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## Student Clubs and Associations

### International Community

International Community (IC) is a student run organization that hosts various events to create a social platform for international and Danish students at RUC.

For more information: [facebook.com/InternationalcommunityRUC](https://facebook.com/InternationalcommunityRUC)

### RUCbar

RUCbar runs the café and bar in RUC's Student House. Here you can socialise with other students after class and relax with a cup of coffee, soda or beer. Thursday and Friday night events at the bar are a typical part of Danish student life. RUCbar also hosts larger parties on campus.

#### When and where

Location: Building 13

Opening hours: Monday – Wednesday: 11.00-17.00 and Thursday – Friday: 11.00-23.00

Check out upcoming events on Facebook:

[facebook.com/RUCbarOfficial](https://facebook.com/RUCbarOfficial)

For more information: [rucbar.dk](https://rucbar.dk)

### RUC Choir

The RUC choir is for students and staff from RUC. Anyone can join the choir, which also performs at many festive occasions both at RUC and outside of RUC.

#### When and where

Location: Building 13

Choir practice: Every Tuesday: 16.00-18.00

For more information: [facebook.com/RUCkoret/](https://facebook.com/RUCkoret/)

### Student Council

The Student Council ('Studenterrådet') is a volunteer-based organization run by students for students. It works to make RUC an even better university and create the best conditions for all students. This is done by dividing the work into both political, academic and social areas.

The specific issues are dealt with in a wide range of committees and groups, e.g. the Committee of International Collaboration (CIC). The CIC is a social network for international students, but they also support opportunities for Danish and international students to mingle. In addition, they play a coordinating role in helping the other committees with their internationalization.

All students are welcome to contact or join the Student Council if they have ideas for activities, questions or concerns.

Location: Building 13

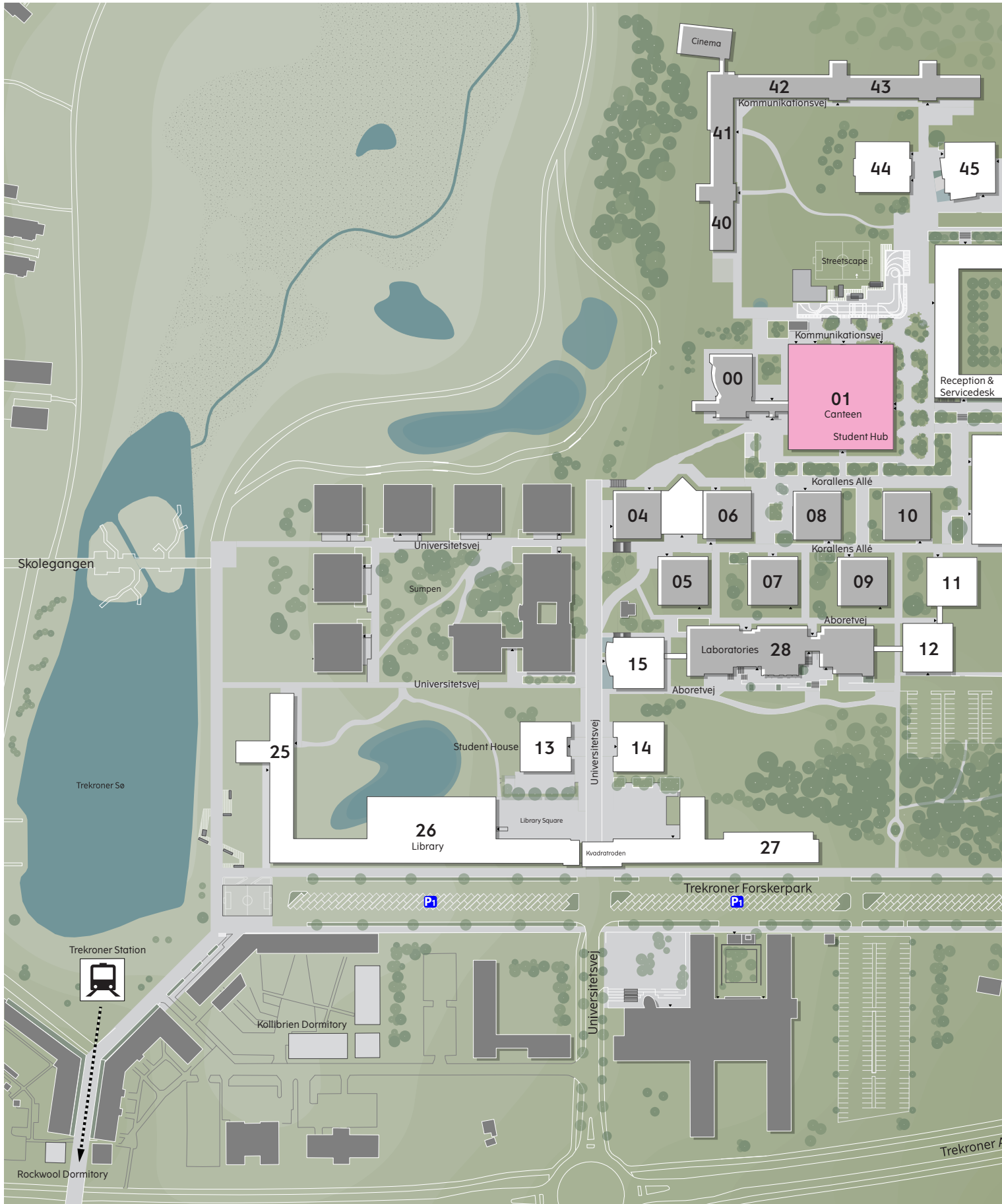
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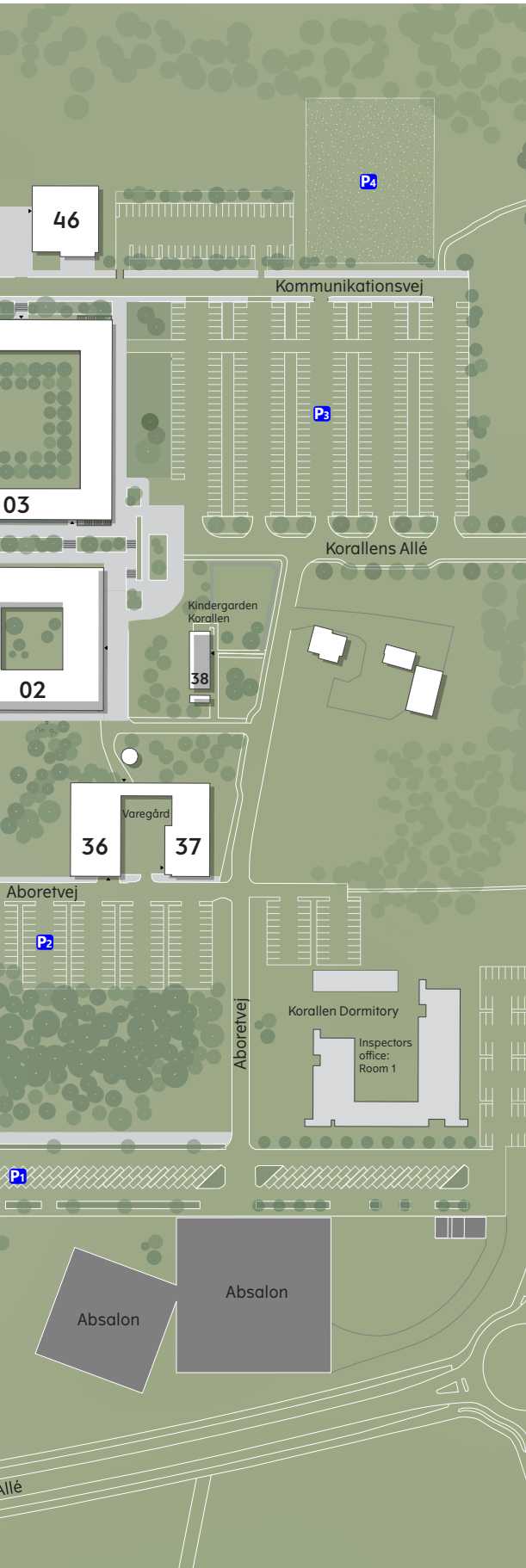
Student Council:

[facebook.com/studenterraadetruc/](https://facebook.com/studenterraadetruc/)

CIC: [sr-ruc.dk/cip](https://sr-ruc.dk/cip)





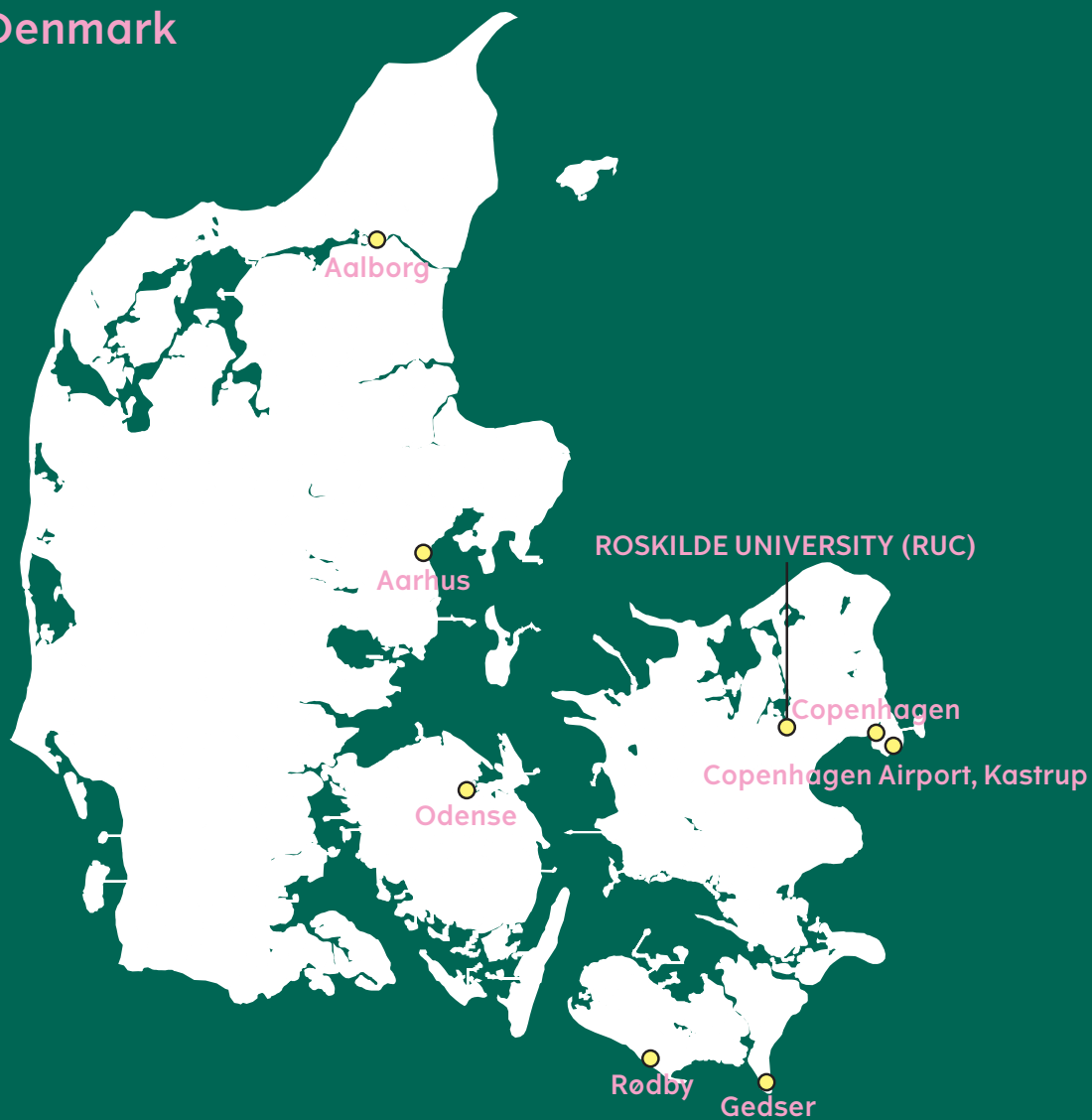


# Contact Information and Campus Map

If you have questions regarding your studies, i.e. about study-related matters, administrative enquiries or need for study guidance, you should contact the Student Hub in building 01.

Find information on who to contact, telephone numbers, e-mail addresses and opening hours at (you need your RUC login to access this page): [intra.ruc.dk/en/studenthub](https://intra.ruc.dk/en/studenthub)

# Denmark



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