**DTU Inside**

DTU Inside is a personalised web-based information system providing you with data relevant to your studies at DTU.

You will receive all important information about your studies at DTU via DTU Inside.

In order to access DTU Inside you need a personal login. You will receive an e-mail with your DTU login and password within a few days. Please log on at inside.dtu.dk by using your personal DTU login and password. We advise you to log on at DTU Inside as soon as you receive your credentials.

**If you do not receive your credentials, please be sure to check your spam mail, before you contact us.**

Please note that you must use your DTU login and password every time you wish to enter DTU Inside. Your DTU login will also serve you as your official DTU student number.

Before you arrive to DTU you are requested to use DTU Inside to sign up for the following things:

- Courses
- Introduction Days

DTU Inside will also provide you with:

- A personal e-mail account in which you will receive important admission related e-mails from DTU. In order to access your personal e-mail account you have to click on ‘DTU Student mail’ in the toolbox menu at DTU Inside. We strongly advise you to keep yourself updated by checking your e-mail account regularly. In order to use your e-mail address, you will be asked to verify your identity through SMS authentication. If you experience any problems due to a change of phone number or similar, please contact DTU’s IT department at ait-service@dtu.dk.
- Access to messages from the Office for International Education in “My messages” in the toolbox menu
- A user-group for exchange students at DTU. All students admitted to DTU as exchange students will be able to enter this group. In this way you will be able to communicate with them before you start your studies.
- Practical information concerning different topics under “File sharing” in the exchange student group.

If you wish to set up your e-mail account on a smartphone you will need to use one of the two following usernames rather than just s20xxxx (replace xxxx with the four last digits in your student number):

- s20xxxx@win.dtu.dk
- win\s20xxxx
Which campus do I belong to?

On the 1st of January 2013, DTU merged with the former Copenhagen University College of Engineering (IHK). Accordingly, educational activities related to the Bachelor of Engineering take place at both campuses. This campus of the former IHK is called DTU Diplom or DTU Ballerup Campus, and it is situated in Ballerup, approximately 15 km northwest of central Copenhagen.

DTU’s main campus is situated in Lyngby, 15 km north of central Copenhagen. This campus holds students in both Bachelor of Engineering, Bachelor of Science in Engineering, and Master of Science in Engineering.

The distance between the campuses is approximately 14 km. There is a direct bus service called 40E running from the backside of DTU’s main building and stopping approximately 500 m from DTU Ballerup Campus. The bus stop in Ballerup is called “Ballerup, Borupvang”. The ride will take you approx. 30 minutes. Alternatively, you can bike between the campuses. Denmark is known for its good conditions for city bikers.

The courses taught at DTU Ballerup Campus all start with 62, followed by three other digits. All DTU’s courses have five-digit codes, where the first two digits define the department.

Please pay close attention if you are applying for accommodation through DTU. Some of DTU’s accommodation offers are situated up to 15 km from the intended campus. Therefore, we need you to consider carefully, at which campus you expect to spend the main part of your study time. When you apply for accommodation, please do indicate that campus.

Master of Science in Engineering students should always indicate Lyngby as their main campus. Bachelor students have the task of considering, at which campus they expect to spend the main part of their time.

Only some of the Bachelor of Engineering courses at the DTU Ballerup Campus are taught in English.

At DTU Lyngby Campus, all master courses are taught in English, whereas a few bachelor courses are taught in English as well. The rest of the bachelor courses are taught in Danish.

How to get to DTU Lyngby Campus

The easiest way to get to DTU Lyngby Campus upon arrival is to take the metro from Copenhagen Airport to Nørreport st. or a regular train to Copenhagen Central Station. From Nørreport st. you can proceed by bus 150S directly to DTU (get off at the stop ‘Rævehøjvej, DTU’). The bus stop is next to the motorway. Go up the stairs, cross the bridge and follow the diagonal path on the other side of the road, which will lead you to DTU’s main building 101. Enter at entrance E, go through the student canteen on your right hand, turn left at the library, and finally turn right to enter the administration and find the accommodation office.
From Copenhagen Central Station you can take S-train A or E (the destination of the train should be Holte or Hillerød) to Lyngby st. From Lyngby st. you can take busses 300S (destination Gl. Holte), 180E or 181E (destination DTU), and 190 (destination Ved Holte St.). Get off at the bus stop ‘DTU’. DTU’s main building 101 will be just across the street (look for the big DTU sign). Enter at the main entrance 101A, turn left, and you will be at the accommodation office and the Office for International Education.

The ticket system in Copenhagen is divided into zones. In order to get from the airport to DTU Lyngby Campus you need a ticket for six zones (at a price of DKK 68). Make sure to buy this at the airport. Please note that you can plan your journey in Denmark at www.rejseplan.dk.

Accommodation

Accommodation is not guaranteed for exchange students, but the DTU Accommodation Office do their utmost to find accommodation for all students who apply. Website: https://bdtu.dk/.

If you wish to apply for accommodation through DTU’s Accommodation Office, you are requested to provide them with your accommodation form and a reservation fee of DKK 1500 must be paid if they find a room for you. The cost of a linen bag (duvet, pillow, sheets, cover, towels) is DKK 750. For terms and conditions, please see https://bdtu.dk/important-info/terms-and-conditions/.

You need to have your DTU Inside login before you can apply for accommodation. Please download the accommodation form here or from ‘File sharing’ at DTU Inside. You are requested to fill in the form electronically and send it to DTU onacco@adm.dtu.dk. Please note that DTU does not provide accommodation for Danish residents. Deadline for applying is April 15th. We recommend that you apply for accommodation as soon as possible upon being accepted at DTU.

Please note that the Accommodation Office provides you with a service from the University because of the extremely difficult accommodation situation in and around Lyngby/Copenhagen. You are welcome to try to find accommodation on your own, but be aware that it can be difficult. Because of the accommodation situation it is impossible to find accommodation which is cheaper than DKK 3000 per month (EUR 400). The rent of the rooms offered by the Accommodation Office varies between DKK 3000 and 6000 (400-800 EUR).

Receiving packages in Denmark

Due to security reasons it is not possible to send personal letters and packages directly to DTU or the Office for International Education at DTU. Please note that all post/packages must be sent to your home address in Denmark or any other private address in Denmark.
Course registration

DTU’s Summer University consists of three intensive 3-week periods, in each of which you can do one course worth 5 ECTS credits. In your acceptance letter, we have specified if you are accepted for one, two, or all three 3-week periods. The courses are taught on a full time basis. The evaluation/exam of the 3-weeks courses is included in the 3-weeks period.

The Course Registration is open at DTU Inside from May 1st to May 15th. You will receive an e-mail on your DTU Inside account describing how to sign up for courses at DTU before the course registration opens.

3-week periods:
- **June:** June 4th to June 25th
- **July:** July 6th to July 24th
- **August:** August 3rd to August 21st

If you are accepted for two or three 3-week periods you are free to do whatever you like during the time in between courses. It will be possible for you to travel in these breaks, if you want.

Please note that there is no guarantee of actually being offered the courses that you apply for. If a course is full, it will be possible to sign up for other courses during the following periods:

- May 29th to June 5th for courses in June
- May 29th to July 7th for courses in July
- May 29th to August 4th for courses in August

Available courses
You can find the courses that are available for you at DTU in the online course catalogue at [www.courses.dtu.dk](http://www.courses.dtu.dk). When searching for courses, please make sure to choose ‘Summer University’ or the relevant month under ‘Course Term’.

Please make sure that you only choose courses taught in English unless of course your Danish is fluent or your mother tongue is similar to Danish.

If you are delayed please inform the teachers of the courses you are going to follow.

Projects
Please note that project students (students who are not following courses at DTU, but doing a project) need to find a supervisor before their arrival at DTU. Please contact a relevant department directly to make an agreement with a professor concerning your project. The Office for International Education does not help finding a supervisor. A list of departments is available at [http://www.dtu.dk/english/Research/Departments-and-groups](http://www.dtu.dk/english/Research/Departments-and-groups).
**Introduction Days**

The Introduction Days is a 2-day introduction programme before each of the 3-week periods. We recommend that you only participate in the introduction days once, even if you are going to attend more than one course. During the Introduction Days you will receive valuable information concerning your stay at DTU and in Denmark. It is also a great opportunity to meet other Summer University students and to get acquainted with DTU and Denmark.

The Introduction Days will take place on the following dates for the following Summer University terms:

- 2nd and 3rd of June for courses in June
- 4th and 5th of July for courses in July
- 1st and 2nd of August for courses in August

DTU recommends that you arrive at least one day before the introduction in order to settle in to your accommodation before the programme.

The Introduction Days will, among other things, include:

- Introduction to some of the facilities available to International Students at DTU
- Introduction to the study methods used at DTU
- Introduction to Danish Culture
- Sightseeing in central Copenhagen

You will receive further information through DTU Inside on how to sign up for the introduction days.

**Student ID card**

Please note that in order for us to have your student ID card ready for the Introduction Days, you should upload a passport size photo via [https://www.dtubasen.dtu.dk/admin/picture_upload.aspx](https://www.dtubasen.dtu.dk/admin/picture_upload.aspx). Use your DTU login to log on to this page.

Among other things, you can use your student ID card to get a discount in the DTU student canteen and to get access to buildings/rooms, which are relevant to your courses.
Visa

For applicants from the EU/EEA (including the Nordic countries):
You do not need a visa in order to attend summer courses at DTU.

For applicants from all other countries:
Please check out the following list, which tells you if a visa is needed or not according to your nationality. Examples of exemptions are citizens from the USA, Canada, Korea Republic, Japan, Singapore, and Australia.

If your country is mentioned in the first part of the list (the countries where a visa is required), and you do not hold a residence permit in another EU country, you are kindly required to contact us in order to determine whether a visa will be needed.

Insurance

Remember to check your personal insurance policies before leaving your home country. It is very important that you have:
• health insurance
• liability insurance

Health Insurance

EU/EEA citizens
Citizens from EU/EEA countries are entitled to medical treatment in acute cases or if they have an E-104 (E-111) form from their native countries (which does not, however, cover transport back to their home country). If you do not have a completed E-104 (E-111) form, you do not have medical insurance coverage during your stay in Denmark. In this case, we strongly advise you to take out insurance that covers medical treatment and repatriation before leaving for Denmark. If you have not done so, the PF Office in Building 101F can help you to take out a policy here in Denmark.

All other nationalities
Citizens from all other countries are entitled to medical treatment in acute cases, but are not covered in any other ways. Thus, you are strongly advised to take out an insurance that covers medical treatment and repatriation. If you have not done so, the PF Office in Building 101F can help you to take out a policy here in Denmark.

Liability Insurance

As a supplement to health insurance, you need a liability insurance to cover personal injury, legal aid and damage to property. The Student Union at DTU (Polyteknisk Forening, PF) holds a collective insurance for all DTU students covering personal injury caused at DTU. In order to be covered in your spare time, you need to buy a supplementary insurance from PF (at a cost of DKK 145 per year).