

## 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 and your DTU Student mail account.

In order to access DTU Inside, you need a DTU login. Within a few days, you will receive an e-mail with a link to create your password. When you have created your password, the system will tell you your username. Please note that your DTU username in the format s24xxxx is also your official DTU student number.

As soon as you have created a DTU password, we advise you to try to enter DTU Inside at <http://inside.dtu.dk/> in order to make sure that your login is working properly. Please note that for login purposes, you must write the username in the format s24xxxx@dtu.dk.

Before you arrive to DTU, you will be informed through DTU Inside about sign-up for the following things:

- Courses
- Introduction Week

These are some of the features on DTU Inside:

- A personal e-mail account in the format s24xxxx@student.dtu.dk, in which you will receive important admission related e-mails from DTU. Therefore, you should check your e-mail account regularly. In order to access your e-mail account, choose 'DTU Student mail' in the toolbox menu at DTU Inside. You must verify your identity through so-called Multi Factor Authentication (MFA), i.e. with your phone. If you experience any problems due to a change of phone number or similar, please contact DTU's IT department at [itservice@dtu.dk](mailto:itservice@dtu.dk). Please note that it might take up to 4 days for your e-mail account to become active. Accordingly, it is normal for the e-mail access to fail for the first 4 days from receipt of your DTU Acceptance Letter.
  - For more information about DTU student mail, please see the following link: <https://www.inside.dtu.dk/en/medarbejder/it-og-telefoni/it-support-og-kontakt/student-it/newmail>
  - In order to set up your e-mail account on a smartphone, please write your username as s24xxxx@win.dtu.dk or win\s24xxxx.
- 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.

## Which campus do I belong to?

On the 1<sup>st</sup> 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 or 63, 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 Station or a regular train to Copenhagen Central Station. From Nørreport Station 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 Station. From Lyngby Station you can take busses 300S (destination Gl. Holte), 180/181 (destination DTU), and 190 (destination Holte St.). Due to roadworks, many bus stops have been relocated. On the following link, you can find a map overview of new entrances and bus stops: <https://www.dtu.dk/english/about/campuses/dtu-lyngby-campus>. If you want to go the accommodation office, you must find the main building 101 (centre of the map). You can find the accommodation office and the Office for International Education just inside the main entrance 101A (with a big DTU sign outside).

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. Make sure to buy this at the airport. Please note that you can plan your journey in Denmark at [www.rejseplanen.dk](http://www.rejseplanen.dk).

## Accommodation

Accommodation is not guaranteed for exchange students, but Boligfonden DTU (BDTU) do their utmost to find accommodation for all students who apply. Website: <https://bdtu.dk/>. Please note that BDTU is officially not part of DTU, but a private non-profit foundation. BDTU is, however, physically based on campus in building 101.

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. The application procedure is available here: <https://bdtu.dk/for-students/international-students/applying-for-housing/>. Please note that BDTU does not provide accommodation for Danish residents. You can apply for accommodation at any time. However, students who have applied for accommodation before May 15<sup>th</sup> for the autumn semester and November 15<sup>th</sup> for the spring semester will have a higher priority. BDTU will invite you to apply in their system approximately 10-14 days before the deadline. Your credentials for their system will not be the same as for DTU's systems. You can contact BDTU at [acco@adm.dtu.dk](mailto:acco@adm.dtu.dk).

You are welcome to try to find accommodation on your own, but please note that the renting market in and around Lyngby/Copenhagen is quite difficult. Because of the accommodation situation, it is almost impossible to find accommodation, which is cheaper than DKK 3000 per month (EUR 400). The rent of the rooms offered by the BDTU 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 go to your home address in Denmark or any other private address in Denmark.

## Course registration

A semester at DTU divides into three periods: a 13-week period of teaching, an exam period where exams from the 13-week courses are held, and a 3-week period. In the 3-week period, it is only possible to follow one course, which is taught on a full-time basis for 3 weeks. The evaluation/exam of the 3-week courses is included in the 3-week period. The 3-week courses are not mandatory.

The Course Registration is open at <http://studieplan.dtu.dk/> in the following periods:

### 13-week period:

Autumn: July 8<sup>th</sup> – August 5<sup>th</sup>.

Spring: December 5<sup>th</sup> – January 5<sup>th</sup>.

### 3-week period (optional):

January: November 15<sup>th</sup> – December 1<sup>st</sup>.

June: May 1<sup>st</sup> – May 15<sup>th</sup>.

You will receive an e-mail on your DTU account describing how to sign up for courses at DTU before the course registration opens.

## Available courses

You can find the courses that are available to you at DTU in the course catalogue at [www.courses.dtu.dk](http://www.courses.dtu.dk). Exchange students can choose between all courses taught in English, however a few courses are reserved for students on a specific DTU study programme. If so, this will be written in red just under the course title in the course description. BSc students are welcome to take MSc courses if they hold the prerequisites for the course in question. If you have sufficient knowledge of Danish or a similar language, it is possible to take courses in Danish. Please note that some courses have limited participation (cf. the category 'Participants restrictions' in the course descriptions). We therefore recommend you to choose a backup course.

## Schedule

Please make sure to choose only the courses, which fit into your schedule. First, it is important to check that the courses are available in the correct semester. When you look at the course descriptions, under 'Schedule' you will see a letter, a number, and an optional letter. The first letter is either E or F. E means that the course is taught in the autumn semester (Danish word: "Efterår") and F means that it is taught in the spring semester (Danish word: "Forår"). The number and the optional letter describe when during the week the course is taught. The weekly schedule in the 13-week period is organized as follows:

Hour/day	Monday	Tuesday	Wednesday	Thursday	Friday
8-12 (8 am-noon)	1A	3A	5A	2B	4B
12-13 (noon-1 pm)	Lunch				
13-17 (1 pm-5 pm)	2A	4A	5B	1B	3B

If a course does not have the optional letter, it means that the course runs in the A and B block of the schedule. This means that if a course is taught in E1, it is taught in the autumn semester on Mondays 8-12 and on Thursdays from 13-17 (1 pm-5 pm). If a course is taught in E1A it is taught in the autumn semester, but only on Mondays from 8-12. Please make sure not to have any overlaps in the courses you choose. We recommend that you complete 30 ECTS credits per semester, optimally distributed with 25 ECTS credits in the 13-week period and 5 ECTS credits in the 3-week period. You have to register for at least 20 ECTS credits per semester. You can sign up for a maximum of 35 ECTS credits per semester.

If you arrive late, please inform the lecturers of the courses you are going to follow.

<b>Course registration deadlines for the 13-week period Autumn 2024: 2 Sep 2024 – 6 Dec 2024</b>	
Registration period	8 July 2024 – 5 August 2024
Supplementary registration period (add and drop)	23 August 2024 – 1 October 2024
Deadline for withdrawal	1 October 2024

You can always find the latest updates for registration deadlines for courses and examinations at <https://www.inside.dtu.dk/en/undervisning/regler/regler-for-undervisning/til-og-afmeldingsfrister>.

### Projects

Please note that project students (students who are not following courses at DTU, but doing a project e.g. their thesis) need to find a supervisor before their arrival at DTU. Please contact a relevant department directly to make an agreement with a lecturer concerning your project. The Office for International Education does not help finding a supervisor, as we do not have the expertise on the different subject areas.

- List of departments and groups: <http://www.dtu.dk/english/Research/Departments-and-groups>
- Detailed information about project courses (i.e. individually designed courses – also available to students who are following regular courses): <https://www.inside.dtu.dk/en/undervisning/regler/regler-for-undervisning/specialkurser?fs=1>

### Code of honour

All exchange students are expected to accept DTU's code of honour, which summarizes the principles for scientific practice. When you have received your login information, you can read more about the code of honour here: <https://www.inside.dtu.dk/en/undervisning/regler/aereskodeks?fs=1>.

You will be asked to accept the code of honour when you register for courses in the Study Planner.

## Introduction Week

The Introduction Week is a five day introduction programme taking place from Monday to Friday in the week before the semester starts. During the Introduction Week, you will receive valuable information concerning your stay at DTU and in Denmark. It is also a great opportunity to meet other exchange students and to get acquainted with DTU and Denmark.

Among other things, the Introduction Week will include:

- Introduction to Danish Culture
- Introduction to the study methods used at DTU
- Sightseeing in central Copenhagen
- Introduction to some of the facilities available to International Students at DTU
- A variety of social events and parties

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

### Student ID card

Please note that in order for us to have your student ID card ready for the Introduction Week, 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). Due to security measures, you can only enter this site through Multi Factor Authentication, meaning that you must use your phone to confirm your identity. Please enter the site above and click the link 'Getting started with MFA'.

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.

## Residence permit

### **For applicants from one of the Nordic countries:**

As a citizen of Finland, Iceland, Norway or Sweden you are free to enter, reside, study and work in Denmark. You do not need a visa, residence or work permit.

### **For applicants from the rest of the EU:**

Applicants from the rest of EU can apply for a residence permit after they have arrived to Denmark. For more information, please see this link:

<https://www.nyidanmark.dk/en-GB/You-want-to-apply/Residence-as-a-Nordic-citizen-or-EU-or-EEA-citizen/EU-student?anchor=howtoapply>

### **For overseas applicants who need a residence permit:**

Please be aware that the processing time for obtaining a residence permit for studies in Denmark can be up to two months or more. You are therefore encouraged to start the application process as soon as possible. We will send you an e-mail with instructions on the application process.

## Coming to Denmark

Relevant information for newcomers.

General: <https://lifeindenmark.borger.dk/housing-and-moving/practical-matters-to-attend-to-when-arriving>

Municipality of Lyngby: <https://english.ltk.dk/new-citizen/coming-denmarkmunicipality-lyngby-taarbaek>

## 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**

#### ***Stays up to 3 months (no residence permit necessary)***

##### *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.

#### **Stays longer than 3 months (residence permit required)**

##### *All nationalities*

You must register at the local National Registry office immediately after your arrival in Denmark and as soon as you have your residence permit. When you have a residence permit, you can apply for a Danish CPR number (central personal registration) and the yellow Health Insurance Card. The yellow Health Insurance Card entitles you to free medical treatment by doctors and in hospitals (does not cover the costs of possible transport home). Before registration at the National Registry, you are only covered for urgent treatment and we therefore recommend that you bring the European Health Insurance Card (EU/EEA citizens) or sign up for a private health insurance (all other nationalities).

When you apply for the yellow Health Insurance Card, you will be asked to choose a doctor. It may be a good idea to ask a Danish friend or colleague to recommend one.

You will receive the Health Insurance Card within three weeks. Remember to bring the card if you go to a doctor or dentist. The name, address and telephone number of your doctor will be printed on the card.

When you leave Denmark, please return the yellow Health Insurance Card to your local National Registry office or destroy it.

In Lyngby, the National Registry office is situated at Toftebæksvej 12. Phone: +45 45 97 30 00.

#### **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 (<https://www.pf.dk/en/student-life/accident-insurance>). In order to be covered in your spare time, you need a supplementary insurance from PF (at a cost of DKK 145 per year).