

# International Business Communication in English

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Programme  
Orientation Week 2024

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Nobelparken. Photo: Søren Kjeldgaard

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## A welcoming remark from Head of Department, Peter Mortensen

The summer of 1988 was memorable in many ways. The Reagan presidency was winding down, and the Iran-Iraq war came to an end; the Soviet Union dominated the Seoul Olympic Games; NASA scientist James Hansen testified to the U.S. Senate that humans had initiated a state of global warming; moviegoers could enjoy Bruce Willis in *Die Hard* and Eddie Murphy in *Coming to America*; N.W.A. shocked listeners with their debut album *Straight Outta Compton*, and Bobby McFerrin gave birth to an immortal earworm when he released "Don't Worry, Be Happy."

For me, a recent graduate from Aabenraa Statskskole, it was a time of difficult decision-making. I knew that I wanted to move to the big city of Aarhus, and I was pretty sure that I wanted to study a modern language subject, but I was torn between German, French and English. For reasons that are no longer entirely clear to me, I ended up joining the English Department, starting out in September '88 with forty or so likeminded youngsters.

I'm glad that so many years later you've made a decision that means you've ended up in the same place! Aarhus English has a great tradition, going right back to the founding of AU in 1928. IVK English has been an integral part of the Department, accounting for the majority of home-grown students, since 2017. Your degree programme is immersed in practical reality, preparing you for good jobs in business and communication in Denmark and throughout the world, but it seeks to ground these professional competences in a deep understanding of language and culture, as well as nurturing capacities for critical reflection which will make you active, responsible and (ideally) happy citizens throughout the 21st century – which I guess many of you will see through to the end!

The Department as a whole has about 1,000 students at any one time, including the main BA and MA degree programmes as well as supplementary subjects and exchange students. To some extent the degree programmes are self-contained, but there are opportunities for cross-over with elective courses, such as the "focus areas" in the second year, and, more generally, staff and students from IVK and SLK (*sprog, litteratur og kultur*, i.e. the older "Arts" English) have opportunities to interact with and inspire one another throughout their time at AU. Taking other elements of the Department such as at the Masters in Intercultural Studies into account, we are as diverse as some whole universities, from the most low-tech (sitting at a table with a book) to the most high-tech (experimental neuroscience). All that we lack, really, is our own space programme, although we do have "Cosmos", the IVK Rus organisation, and its older twin Apollo (SLK).

We hope that 2024-2025 will be a fairly peaceful academic year, not disrupted by global pandemics or other disasters. But we are living in a time when the world is turned upside down by Covid 19, by resurgent debates about gender, race, class and species, by new technologies like generative artificial intelligence, by war and a rapidly shifting balance of geopolitical power, and, behind it all, by the global crisis of the environment. Does the academic study of communication, organisation, marketing – let alone grammar, history and culture – matter alongside all of this? You bet. More than ever.

So, congratulations, thanks for joining us, and I look forward to seeing more of you during the introductory events and in many years to come!

Peter Mortensen, Head of Department

# Welcome to IVK English

Dear new students,

First of all, we congratulate you on being accepted at the bachelor programme of International Business Communication (IVK) in English at Aarhus University! As a student of IVK English, you have some amazing years ahead of you - and we will do our very best to give you the greatest start possible. In this handbook, you will find the most important information regarding your Orientation Week 2024 and your new degree programme. We hope you will find it useful and that it prepares you for the great years to come at IVK English.

As Head Tutors, we are the ones responsible for the organisation of Orientation Week 2024, and we have been working for months preparing a great programme for you and your fellow students. The Orientation Week is our way of introducing you to the study of IVK English at Aarhus University, your fellow students, the university campus, and the student life in Aarhus.

The programme for the week is filled with fun social events, team-building exercises, and informative presentations from IVK English's teachers, student counselling and student organisations at AU.

The programme is voluntary, and you can attend whatever part of the programme you wish. However, we strongly recommend you to attend the Orientation Week so that you are prepared for the semester start and know many friendly faces.

Furthermore, the tutor group is here to help you, and the tutors will be happy to answer all of your questions during the Orientation Week and the weeks after! If there is anything you want to know or cannot find in this handbook or on AU's website, feel free to contact us via our e-mail address [ivkengelsk@gmail.com](mailto:ivkengelsk@gmail.com).

We, and your tutors, are ready to guide and help you from the very first day of Orientation Week! We look forward to welcoming you to International Business Communication in English.

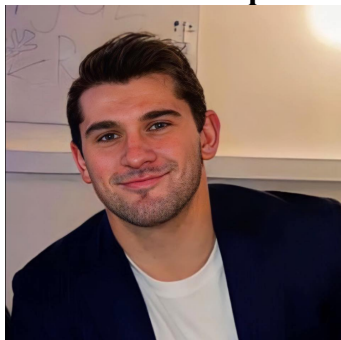
Best regards,

**Mathilde Nielsen**



7th semester Head Tutor

**Karl Thorup**



7th Semester Head Tutor

**Josefine Sønnichsen**



7th Semester Head Tutor



## Practical information

**When?** Our Orientation Week starts Monday the 26th of August at 9:00 am and ends Friday the 30th of August (Week 35).

**Where?** Auditorium 1 in building 1441-012 at Tåsingegade 3, 8000 Aarhus C. It is located on the crossroads of Nordre Ringgade and Randersvej. The building is marked with a red dot on the map below. If you are confused about where to go when arriving at the location, do not worry: There will be lots of tutors on site that will greet you and guide you to the right place. If you use the app AU Find, you can search for building 1441.



**AU Find:** On the following link, <http://www.au.dk/om/organisation/find-au/aufind/>, you will find an app with a map of Aarhus University (AU). You can enter the building number or the name of a person and the app will guide you to the building or person you are looking for. We strongly recommend that you download this app.

**Financial:** It is free to participate in the Orientation Week. However, there is a total payment of DKK 300,- to participate in the afternoon/evening activities throughout the week which are planned by your tutors. We want to emphasise that the afternoon/evening activities are optional, but we sincerely hope that you will consider joining us. We promise that your money is well spent and that you will have a great time. Please transfer the money to the following Lån og Spar account **0400 – 4024498854**. If you know that you will attend the afternoon activities, we recommend that you make the transfer as soon as possible. If you are unsure, you can wait until

no later than Monday 26th August at the registration counter in front of the auditorium (building 1441-012).

**Food:** We provide dinner Monday and Thursday evening. Besides the times listed, you can bring your own food. Aarhus University offers a variety of dining options. However, the one you are mainly able to buy from after the orientation week, is Nobel's Café and Deli in building 1481, which unfortunately is closed during the first week. Allergies or diet preferences in regard to our joint dinners during the week will be taken care of in the best way possible.

**What to bring?** During the Orientation Week, you are not to bring anything but a good lunch, clothing that fits the weather and your biggest smile. On Tuesday and Thursday you are to bring your computer, but do not worry, we will remind you of this during the week.

**Alcohol Policy:** Aarhus University has an alcohol policy which must be followed and respected at all times, including during Orientation Week. This includes a **no** alcohol policy during daily events before 4 pm (kl. 16). We have strived to create a programme where everyone can have a good time and feel included. Therefore, it is **not** a prerequisite to drink alcohol when participating in the afternoon activities.

**Contact:** You can meet your fellow students by joining the Facebook group "IVK English 2024" – Simply search for the group on Facebook, or follow this link: <https://www.facebook.com/groups/1125189938933979/>. In this group, you are also able to find your tutors and head tutors who are ready to answer any questions you might have and provide you with all the information needed for both the Orientation Week and your start as a student at Aarhus University. However, if you do not have a Facebook profile, we encourage you to send us an email at [ivkengelsk@gmail.com](mailto:ivkengelsk@gmail.com) to ensure that you get the necessary information. If you have any questions, special needs or anything else we should be aware of prior to the Orientation Week you are very welcome to write an email to us as well. In addition, we also have an Instagram profile, where you can get a sneak peek of what is to come, by having a look at pictures and videos from previous Orientation Weeks. You can find our account by searching [ivkengelsk\\_au](#) on Instagram.

**Hyttetur:** Every year a "hyttetur" is arranged for all 1st semester students, accompanied by your tutors. Information about this will be revealed and explained during the Orientation Week and afterwards. The "hyttetur" will follow the same alcohol policy as the Orientation Week with alcohol-free activities such as team building and games during the day, followed by great dinners and more fun social activities in the evenings. This is a great opportunity to socialise with others outside your class, as well as getting even closer with your classmates. The "hyttetur" takes place from 18th-20th October. You do not want to miss it!

# Programme for the Orientation Week 2024

Monday 26.08.24	Tuesday 27.08.24	Wednesday 28.08.24	Thursday 29.08.24	Friday 30.08.24
<p><b>09.00-09.30:</b> Registration at Auditorie 1 (1441-012)</p> <p><b>09.30-11.00:</b> Your headtutors and Head of Department Peter Mortensen welcome you in Auditorie 1 (building 1441-012)</p> <p><b>11.00-11.30:</b> Get in your teams <b>Class 1:</b> 1483 - 344 <b>Class 2:</b> 1483 - 354 <b>Class 3:</b> 1483 - 444</p> <p><b>11.30-12.30:</b> Teambuilding + Study Group formation</p> <p><b>12.30-13.30:</b> Lunch</p> <p><b>13.30-15.00:</b> Orientation Race (Nobelparken)</p> <p><b>18.00-00.00:</b> "Hygge" and dinner in Esperanto (building 1482-147)</p>	<p><b>10.00-11.00:</b> Presentation by Anne Schjoldager regarding the 1st-semester courses in your teams <b>Class 1:</b> 1483 - 344 <b>Class 2:</b> 1483 - 354 <b>Class 3:</b> 1483 - 444</p> <p><b>11.00-12.30:</b> Your tutors will help you with the University's Intranet and other IT stuff - <b>you must bring your computer!</b></p> <p><b>12.30-13.00:</b> Lunch</p> <p><b>13.00-15.00:</b> <b>Classes 1 + 2:</b> Library tour - Starting times: <u>Class 1:</u> 13:00 + 13:30 <u>Class 2:</u> 14:00 + 14:30</p> <p><b>Class 3:</b> Introduction to life as a student at Aarhus University + New in town presentations</p> <p><b>18.30-00.00:</b> PUB CRAWL followed by a private party at Shen Mao!</p>	<p>Today we will take a break. Get some rest and prepare yourself for the rest of the week!</p>	<p><b>10:00-12.00:</b> 'Brainbox' w. The English Writing Centre in groups - <b>Bring your computer.</b></p> <p><b>Class 1:</b> 1481-228 <b>Class 2:</b> 1481 - 231 <b>Class 3:</b> 1481 - 244</p> <p><b>12.00-12.30:</b> Lunch</p> <p><b>12.30-14:00:</b> <b>Classes 1 + 2:</b> Introduction to life as a student at Aarhus University + New in town presentations</p> <p><b>Class 3:</b> Library tour - Starting times: 12:30 + 13:00</p> <p><b>14.00-14.50:</b> Visit from Arts Career + Student counselling (Nobelauditoriet Building 1482-105)</p> <p><b>14.50-15.00:</b> Winner of Brainbox + Study groups are announced</p> <p><b>18:00-00.00:</b> Eat with your tutors! After Party at Rustik!</p>	<p><b>10:00-11:00:</b> Presentation from University organisations. Auditorie 1 (Building 1441-012)</p> <p><b>11.00-11:30:</b> Lunch</p> <p><b>11:30-13:30:</b> Outdoor activities in Uniparken</p> <p><b>13:30-13:45:</b> Find out who's the winner of the Orientation Week!</p> <p><b>13:45-14:00:</b> Evaluation of the Orientation Week with your tutors</p> <p><b>20.00-00.00:</b> End of the week party at Heidi's Bier Bar!</p>

# About studying IVK English

## Introduction to your courses

During your first semester, you will have three courses, namely the following:

- |   |                |
|---|----------------|
| ● <b>Professional Texts</b>                           | <b>10 ECTS</b> |
| ● <b>Philosophy of Science and Scientific Methods</b> | <b>10 ECTS</b> |
| ● <b>Corporate Communication &amp; PR</b>             | <b>10 ECTS</b> |

Your schedule and teaching are structured primarily by providing you with 2-hour lectures and 2-hour seminars for each course weekly, though this is not always the case. For example, the 1st semester course *Corporate Communication and PR* has 3-hour seminars. You can check your schedule at [mitstudie.au.dk](http://mitstudie.au.dk).

Concerning breaks, you have a 15-minute break every hour. Teaching at the university includes an academic quarter, which means that all lectures and seminars with a defined start time at, for example, 8:00 actually start at 8:15. However, it is still a good idea to show up early in order to get your favourite seat and to be prepared in time. \*NOTE: the academic quarter is not included throughout Orientation Week.

To give you a taste of the course contents, you will be provided with course descriptions and brief exam information in the following section. The exam will take place after the end of the semester, which will be in December or January.

## Professional Texts: Analysis, Text Production and Translation

*The purpose of the course is:*

- A. to enable students to understand professional and academic texts and analyse these within relevant theoretical frameworks;
- B. to produce and translate texts of different genres and text types in such a way that these are aligned to a set communicative situation and in accordance with relevant linguistic, textual and genre norms and conventions; and
- C. to write reflective academic reports in accordance with academic standards.

*The exam* is an individual take-home assignment (of 4 to 6 standard pages). The assignment comprises various types of English-language professional and academic text-production tasks, including translation.

## Philosophy of Science and Scientific Methods

*The purpose of the course is to equip students to plan, carry out and report on studies within the field of international business communication on an academic foundation.*

The course introduces students to various positions within the philosophy of science and to qualitative and quantitative research methods and strategies which are relevant for academic studies within the field of international business communication. The students are also taught to design and carry out academic studies within the field of international business communication and to write academic reports. The course is relevant for subsequent work on the other courses on the degree programme in connection with assignments of various sizes as well as, for example, the Bachelor's project.

*The exam is a take-home assignment on a topic of the students' choice in groups of 2-5 students. Based on the specified literature, students must identify an academic problem and then design a research study which can be used to investigate this problem, as well as carrying out part of the study that has been chosen. Students will start working on the exam assignment during the semester.*

## Corporate Communication and PR

*The purpose of the course is to enable the student to gain an initial, general understanding of communication theory and theoretical and practical insights specifically within the fields of corporate communication and public relations. The course examines key concepts such as corporate identity, image and reputation, stakeholder management and organisational culture, as well as specialised forms of stakeholder communication such as issues management, crisis communication, CSR, and media relations.*

In addition, the purpose of the course is to enable the student to apply these insights to understand, analyse, plan, create and carry out organisations' communication-related materials and activities in English. The course provides a forum for developing work processes and practices, with the student creating blogs, corporate stories and website texts, or similar forms of communication.

*The exam is in the form of lecture (and seminar) participation. At the beginning of the semester, the teacher will present (on Brightspace) the teaching activities in which the students are expected to participate as well as any other requirements for fulfilling satisfactory participation.*

## Curriculum and book purchases

We recommend that you wait to purchase any books until the semester begins. The book lists below can be subject to change, so if you choose to buy books beforehand, please check the information about course literature provided on Brightspace before the semester starts in order to make sure that you have everything for your courses.

### Professional Texts

- The course literature will be a selection of texts that will be available on Brightspace at the start of the semester.



## Philosophy of Science and Scientific Methods

- Andreas Beck Holm (2023): *Videnskab i virkeligheden. En grundbog i videnskabsteori*. Samfundslitteratur.
- John W. Creswell & J. David Creswell (2018): *Research design. Qualitative, quantitative, and mixed methods approaches*. Los Angeles (etc.): Sage.
- R. Piekkari, D. E. Welch & L. S. Welch (2014): *Language in International Business. The Multilingual Reality of Global Business Expansion*. Edward Elgar: Cheltenham, UK/Northampton, MA, USA

## Introduction to Corporate Communication and PR

- Cornelissen, J. (2020), *Corporate Communication: A Guide to Theory & Practice* (6th ed.). Sage. ISBN:9781526491978

### Stakbogladen:

Stakbogladen is the university bookstore where you are sure to be able to find all of your course books. They make sure to order the right editions and the right books for each of your courses. Students get a 10% discount when they show their student card. It is the easiest place to get your books. Stakbogladen usually has a book package with all of the books for your courses in a bag at a discount. Stakbogladen is located at Frederik Nielsens Vej 4, 8000 Aarhus C.

**Online:** Another option is to purchase your books online: both [saxo.com](https://www.saxo.com) and [bookdepository.com](https://www.bookdepository.com) have most of your course books.

Finally, you can buy used books! Here, you will be able to sell and buy your course books each semester. Prices depend on the state and editions of the books.

- - [Brugte Bøger Århus Universitet \(AU\) Arts](https://www.brugteboeger.au.dk/)

You can also ask your tutors during Orientation Week, as they probably know someone who would like to sell their books!

## Library

AU Library - Nobelparken is a collection of libraries from theology, linguistics, language and communication studies and the subjects within history. The library fosters a good environment for students as there are a number of study places in the library, access to a lot of information and the most welcoming librarians. Check the library out on their Instagram account: @Nobelbib.

## Study spaces and group rooms

There are various types of study spaces and group rooms in the Nobel Park. You will be introduced to these in the Orientation Week.

## Study Groups

During Orientation Week, you will be divided into study groups. Study groups can be both academically and socially beneficial. Many students enjoy their university life more when they can share experiences, discuss academic issues and have a place to raise their questions and doubts. The study groups will be created through a questionnaire, which will match the students based on their study and social preferences.

Study groups can supplement teaching by offering students the chance to:

- practise important presentations and exams
- discuss/summarise important topics in the course material
- complete assignments and exercises with others
- give and receive peer feedback

Being part of a study group can also help you to not feel alone in your university work. Many students also become really good friends with the others in their study group and meet up socially – not only to study and complete assignments. Within the first semester, the student counsellors will facilitate a very relevant 'Study group Work-shop'.

## AU Studypedia

[AU Studypedia](#) is an academic study tool that you can use throughout your studies. Here you can find a lot of good advice and tools for being a university student. For example, about study habits, note-taking techniques, formalities in assignments etc.

AU Studypedia has a whole section targeted at new students, where there are exercises and good advice. To get off to a good start as a university student, see [AU Studypedia til nye studerende](#).

## Study environment

### Organisations at Arts and the Department of English

#### Studenterhus Aarhus

Studenterhus Aarhus is an organisation for all students in Aarhus. The house organises a wide variety of many cool events - this includes events connecting students with the business world, concerts in Stakladen, cultural gatherings, cool parties, and international social events such as I-night every Tuesday. Besides this, they can also help you with your future internship or job. They have a Job portal on their website, where you can find student jobs and internships. Studenterhus Aarhus also has "Studiecaféen", where you can, for example, sit and study, have fun with your study group, or enjoy a good cup of coffee. They also have their iconic "Student bar" in the basement with 250 special beers and a cosy atmosphere. In their basement, student associations or groups of students can book rooms from them for e.g. parties - in turn, they will supply you with the bar and bar staff. As a student, you can become a member of the house and, among other things, benefits include a discount in their bar. They are a house full of cool volunteers who plan and run events. Stay up to date on their events and other offers here:

**Link to their FB page (see their events here):**

- <https://www.facebook.com/StudenterhusAarhus>
- Link to our website: <https://www.studenterhusaarhus.dk/>



#### AU Arts Career

Are you considering:

- Which jobs will I be qualified for with my degree?
- How do I get a relevant student job?
- How do I put words on my skills?

Or do you have any other questions about your future internship or future job interview? AU Arts Career is ready to help you! They offer a range of career-related services which help you get ready for the job market including individual career guidance, career events, help with CV and applications as well as collaboration with businesses. You can find AU Arts Career in building 1443-216 or you can contact them on either the phone 87152359 or by e-mail at [karriere.arts@au.dk](mailto:karriere.arts@au.dk). For further information please check their webpage: [www.career.au.dk](http://www.career.au.dk).



### **Artsrådet**

ARTSrådet is the student council of the entire faculty of Arts at Aarhus University. Here, we try to solve a wide range of problems that students across the faculty encounter. We engage in student politics and fight for the rights and well-being of the students we represent. We work to ensure a good time for students at Arts — before, during and after your studies!

If you have any questions regarding our work or you need help getting your voice heard, you are welcome to contact us. Additionally, as we are a voluntary organisation, we are always looking for new energy!



### **Esperanto Friday Bar**

Esperanto is a place you will likely come to love. A place to play games, laugh and perhaps drink a few beers. The perfect place to chill out with your friends after a busy university week - or at least we think so! We represent the university's different language departments so meeting new friends from other places is quite possible too! And becoming a member of the bar committee is easy. Just turn up to our weekly meeting to see what we are all about and if you feel up for it, you can have a go at being behind the bar. Being a member is a great way to make friends across the year groups at IVK English but also across the different faculties.

We are open almost every Friday and we are famously known for our many and inventive themed bars.

Find us here: Esperanto Friday Bar at both Instagram and Facebook.

### **Humbug**

Humbug is your team who represent the students from ARTS in the annual 'Kapsejlads', which takes place every year during spring. Humbug consists of students from English, Spanish and other departments at ARTS. Being a part of the team means that you will get close to people from other departments and is thus a great way of socialising! The skills of the Humbug members consist of fast rowing and even faster beer drinking - so if you know how to row a boat and chug a beer, this might be just the community for you!



## **Zero Tolerance**

At AU we put emphasis on treating each other with respect and decency and we have zero tolerance for harassment, bullying, violence, and discrimination in all forms.

If you experience any unacceptable behaviour towards you, there is someone you can contact, and AU encourages you to seek help and counselling.

You have different options that you can read about on AU's "Zero Tolerance" site:

<https://studerende.au.dk/chikane>

## IT-systems

As a new student at AU, you will encounter a lot of different IT platforms for different purposes. At first, you may find it difficult to find your way around. It is okay, and you will learn to master the systems during your time at the University. During Orientation Week, we will also arrange an IT introduction for you. Below we have made a quick overview of the most important systems:

- **[mitstudie.au.dk](https://mitstudie.au.dk)**  
is the online entrance to teaching, study information and self-service systems. Here you will find your weekly schedule, AU email, important messages, links to sites, systems and much more. It is actually only necessary to log into [mitstudie.au.dk](https://mitstudie.au.dk), because from here you can move on to everything you need as a student.
- **[Brightspace](#)**  
is an e-learning platform where your teachers upload materials and other relevant information to your teaching.
- **Studieselvbetjeningen (STADS)**  
is the place where you can see your exam results, order exam transcripts, etc. This is also where you sign up for courses and exams when it becomes necessary during your course of study. See guide on using STADS: <https://studerende.au.dk/en/it-support/studentselfservice-1-2>
- **[Studieportal Arts](#)**  
These are the websites where all relevant information about teaching, exams, rules, guidance, etc. is gathered.
- **[Eduroam](#)**  
The wireless network at AU is called Eduroam. Before you can use it, you need to install the network on your devices. If you would like, you can look at it and install it before the Orientation week. We will be helping you navigate Eduroam and other platforms during our IT course.
- **[Software til studerende](#)**  
Be aware that you as a student at AU can get a lot of free software or software at a discount. E.g., Microsoft programmes.



- **[IT-support](#)**

If you have technical problems, you can get help from Arts IT support. There may be a bit of a rush in support in the first weeks of the semester, so be patient.

## Collegiate bodies

### **Studienævnet (SN)**

#### **The Board of Studies of the School of Communication and Culture**

The board of Studies (Studienævn, SN) is an elected body that manages and monitors the quality of the courses and exams in its degree programmes in collaboration with the director of studies and the AU studies administration. For further information about the SN, please check:

<https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/studienaevn/kommunikation-og-kultur>

### **Uddannelsesnævn (UN)**

#### **The Degree Programme Committee for English**

The SN of the School of Communication and Culture has appointed nine degree programme committees (uddannelsesnævn, UN). The aim of the UN is to develop and ensure the quality of its degree programmes, to collaborate with the academic staff and the students as well as to discuss and make academic recommendations for the university management and the SN. For further information about the UN, please check:

<https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/uddannelsesnaevn/kommunikation-og-kultur>

## Guidance and counselling

As a student at Aarhus University, there is a wide range of opportunities to find help, support, inspiration and guidance no matter where you are in your degree programme:

- **[Studievejledningen](#)**

All programmes have their own student study counsellor. These are fellow students who are employed to help and guide other students. Student counsellors are bound by a duty of confidentiality, and you can come and talk about both rules and formalities regarding your course of study, study doubts, personal challenges and much more. You will meet your study counsellors during the Orientation week, and in the following weeks they will come and give various presentations for you, e.g. about working in study groups.

- **[Studenterpræsterne](#)**

The student priests in Aarhus offer talks and discussion groups for students regardless of faith or religious belief. They also have a quiet room at Aarhus University, where you can pray,

meditate or just find peace. The student priests also arrange various lectures and debate events.

- **[Studenterrådgivningen](#)**  
are experts in short-term therapy for students in higher education. For example, they can help you if you have challenges with exam anxiety, perfectionism, stress etc.
- **[Stunderlinjen](#)**  
is an anonymous telephone support for students by students.
- **[SU-kontoret](#)**  
Here you can get guidance about your personal SU situation.
- **[AU Elitesport](#)**  
Helps those who practise elite sports while studying.
- **[AU Iværksætter](#)**  
helps those who have entrepreneurial dreams and would like to develop their own business in parallel with their studies.
- **[Do you have any special needs?](#)**  
With [Specialpædagogisk Støtte](#) you can get information and guidance about support for students with special needs, e.g. due to dyslexia, mental disorders, ADHD, chronic pain, hearing or visual impairment. You can contact SPS right now - even if you are in doubt whether you are part of the target group.

## Useful Information

### The Study Portal

A very useful place where you can find relevant information about courses, exams, exemptions from regulations, studying abroad, Arts Career, and anything else related to being a student at AU in the Faculty of Arts and the Department of English. Find the study portal via [studerende.au.dk](http://studerende.au.dk)

### Timetables

You can find your timetable via: <https://timetable.au.dk/schedule> or <https://mitstudie.au.dk/>

### WISEflow

This is the place where you will hand in any written or digital exams. You will get more information about how to hand in your exams during your first semester and you can find more information via: [eksamen.au.dk](http://eksamen.au.dk)

## Academic Regulations

The academic regulations are the legal foundation for your degree programme, and they tell you what you need to learn each semester and how this will be done. They also describe the rules which apply to your degree programme. You are responsible for keeping up to date with these rules. You can do this by logging onto [mitstudie.dk](http://mitstudie.dk) and clicking on 'My academic regulations', which you will find under your timetable.

## AU course catalogue

In the AU course catalogue, you can search for specific programmes or courses. It allows you to read more about your courses and their curriculums, and it comes in very handy when you need to choose elective subjects later in your studies. The course catalogue can be found via: [kursuskatalog.au.dk](http://kursuskatalog.au.dk)

## Exam Dates and Grades

You can find your exam dates via your Study Portal under "Exam" and "Exam Dates". Your grades will be on the self-service STADS, which you can also reach through [mitstudie.au.dk](http://mitstudie.au.dk). Through STADS you can also register and deregister for exams.

## Exchange

In your 4<sup>th</sup> semester (Spring 2026), you will get the opportunity to go on exchange. The deadline for applying for an exchange stay is already during your 1<sup>st</sup> semester, so it is important that you consider whether you want to go abroad. There will be a meeting in October where Arts' exchange coordinator will answer all your questions. You can read more online via the Study Portal: [studerende.au.dk](http://studerende.au.dk) under "Info about studying abroad".

## Student counsellors

The student counsellors' main task is to help you if you have any troubles – whether it is with your studies or on a more personal level. You can either send them an email or schedule a meeting with them, and they will do their best to help you or send you in the right direction to get the help you need. To find their emails and office hours go to [studerende.au.dk](http://studerende.au.dk) under "Counselling", "Student Counsellor".

## Student ID

Your student ID will prove that you are enrolled at AU and it is especially important to bring with you to exams. The ID card also functions as a key card and will give you access to buildings outside of normal hours. Order your ID card at [mitstudie.au.dk](http://mitstudie.au.dk) when you have been assigned a personal student number. You will need a photo of yourself.

## GDPR

Due to GDPR regulations, we are required to inform you that photos will be taken throughout the Orientation Week. Should you prefer not to be photographed, please contact your head tutors, or your tutors during the week. That is no problem at all.

## Meet Your Tutors

We have some amazing tutors that help organise and carry out the Orientation Week. You will get to know them a lot better during this time. Below you can see the names, pictures and semester of our welcoming tutors, so you might be able to recognize them during the Orientation Week!



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**Amalie Gammeltoft**  
5th Semester



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**Nicklas Holst**  
3rd Semester



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**Søren Filip Christensen**  
5th Semester



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**Frederikke Øhlenschläger**  
5th Semester



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**Ida Boraghi**  
3rd Semester



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**Astrid Borgsmidt**  
3rd Semester





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**Anna Brandt**  
5th Semester



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**Oliver Kimø**  
3rd Semester



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**Tobias Birn**  
3rd Semester



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**Sissel Sandal**  
5th Semester



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**Astrid Drescher**  
3rd Semester



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**Kathrine Skogstad**  
3rd Semester



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**Marie Louise Jensen**  
5th Semester



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**Sara Kristensen**  
5th Semester



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**Jeppe Wolf**  
3rd Semester





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**Carl Emil Brødsgaard**  
3rd Semester



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**Julie Kauffmann**  
3rd Semester



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**Cecilie Spangsberg**  
3rd Semester