INFORMATION PACKAGE
for DTU international students studying
at DTU Diplom, Ballerup Campus
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When the College of Advanced Technology was founded in 1829, Denmark gained its first MSc programme in Engineering at a high academic level. The College changed its name to Danish Technical College in 1933 and finally became the Technical University of Denmark – Danmarks Tekniske Universitet - DTU in 1994.

DTU - Technical University of Denmark has its main address in Lyngby, 15 km north of Copenhagen - but DTU as a whole is represented in all of Denmark through its departments and research centres, see DTU locations throughout Denmark here.

1.1 DTU Ballerup Campus

DTU Ballerup Campus is the newest branch of DTU’s many departments and research centres. As of January 2013 Ingeniørhøjskolen i København - Copenhagen University College of Engineering merged with the Technical University of Denmark – Danmarks Tekniske Universitet – DTU.

Bachelor of Engineering is the prime education taking place at DTU Ballerup Campus, but there are also other educations like Foundation Course and Continuing Education.

The following Bachelor of Engineering Education Centres and educations are offered:

**Center for Building & Civil Engineering**
- Building and Civil Engineering (taught in Danish)

**Center for Business & Innovation**
- Global Business Engineering (taught in Danish)
- Production Engineering (taught in English)
- Process and Innovation Engineering (taught in Danish)

**Center Energy and Product Design**
- Mechanical Engineering (taught in English and Danish)
- Electrical Power Engineering (taught in Danish)
- Sustainable Energy Engineering (taught in Danish)

As well as:
- Center for Foundation Course (Pre-engineering studies - ONLY in Danish)
- Center for Continuing Education (Post graduate studies)

In addition to these, you will also find the DTU Library Ballerup, IT Services, a bookstore on campus, a small Gym and a Student Bar in the building.
1.2 Useful Addresses and Office Hours

**DTU Ballerup Campus**
Technical University of Denmark
Lautrupvang 15
DK-2750 Ballerup
Denmark
Phone: (+45) 3588 5236
svbal@adm.dtu.dk
www.diplom.dtu.dk

Office hours of the Study Administration
Monday–Thursday: 9 am–3 pm
Friday: 10 am–2 pm

**DTU Lyngby Campus**
Technical University of Denmark
Anker Engelundvej 101
DK-2800 Lyngby
Denmark
Phone: (+45) 4525 2525
www.dtu.dk

Office hours of the Study Administration
Monday–Friday: 10 am-2 pm

1.3 How to find DTU Ballerup Campus

Though DTU Ballerup Campus is not located in the very centre of Copenhagen, it is easy to reach by public transportation. See section 6.12, Ticket System for public transportation, for further information on the public transportation system.

Most used is, however www.rejseplanen.dk for finding your way around in Denmark. Click the English flag.

1.3.1 From the Airport

From Copenhagen Airport, take the Metro to Vanløse and change to the S-train towards Ballerup or Frederikssund. Get off at Malmparken Station and take the number 350S bus towards Nørreport. Another possibility is to get off at Ballerup Station and take the number 350S bus towards Nørreport (this bus takes you via Lautrupvang where DTU Ballerup Campus is situated). In either case, ask the driver to stop at DTU Ballerup – Technical University of Denmark Ballerup.

Another possibility is to take the number 250S bus from Copenhagen Airport to Bellahøj, change buses to the number 350S bus towards Ballerup and ask the driver to stop at DTU Ballerup – Technical University of Denmark Ballerup.

From Copenhagen Airport you can also take the train to Copenhagen Central Station (Københavns Hovedbanegård) and proceed as described below.
1.3.2  From the Central Station in Copenhagen
From the Central Station, take the S-train towards Ballerup or Frederikssund. Get off at Malmparken Station and take the 350S bus towards Nørreport. Another possibility is to get off at Ballerup Station and take the number 350S bus towards Nørreport (this bus takes you via Lautrupvang where DTU Ballerup is situated. In either case, ask the driver to stop at DTU Ballerup Campus.

1.3.3  From the city centre
You can get to DTU Ballerup Campus directly by taking the number 350S bus towards Ballerup St. or Malmparken St. Some of the major bus stops for the number 350S bus are at Kongens Nytorv, Nørreport Station, and Nørrebro Station. From the city centre, you need a 5 zone ticket to get to DTU Ballerup. It is an approximately 40 minutes’ bus ride from Nørreport Station. Ask the driver to stop at DTU Ballerup – Technical University of Denmark Ballerup.

1.3.4  Taxi
Alternatively, take a taxi directly to DTU Ballerup – Technical University of Denmark Ballerup. The costs range from 600 DKK from the airport to 250 DKK from the city centre.

1.3.5  New Name – from IHK to DTU
Due to the recent merger between Copenhagen University College of Engineering - Ingeniørhøjskolen i København - IHK - and the Technical University of Denmark - DTU you might still find that some information will refer to the address Lautrupvang 15, 2750 Ballerup as IHK Copenhagen University College of Engineering - Ingeniørhøjskolen i København. Either it can be in written information, or it could be a bus driver, taxi driver, pedestrian, etc. who does not know about the merge, and therefore only know it as IHK - Ingeniørhøjskolen København or Copenhagen University College of Engineering.

1.4  Map of the area
DTU Ballerup Campus - see the map - is located in Ballerup where you also find many leading high-tech companies such as Siemens, IBM and GN Netcom. Ballerup is a part of the Greater Copenhagen Area and is located about 15 km northwest of the Copenhagen city centre.
THE ACADEMIC CALENDAR

The academic year consists of two semesters, one autumn semester and one spring semester. In between the semesters are vacations. After the autumn semester, there is one week of semester break at the end of January (week 4 or 5) before the spring semester starts, and during the summer, there is approximately two months’ of vacation (July and August). Additionally, there are a few shorter holidays during the semester periods.
The Student Identification Card (Student ID)
Each student will receive a Student Card which serves as an Access Card to DTU Ballerup Campus outside of normal opening hours (this card will also give you access to the main buildings at DTU Lyngby).

For the Student Identification Card you will need to upload a photo of yourself to AnsøgerNet. You can do that today. You will find AnsøgerNet here: www.optag.dtu.dk. To access AnsøgerNet, you will receive a password on your mobile phone when you log-on to AnsøgerNet the first time.

You will receive the card when you arrive at DTU Ballerup Campus in Denmark. To pick up the card, go to the Student Guidance at DTU Ballerup Campus (see 3.2) where your card will be handed out to you. Remember to bring your Letter of admission and/or your passport for ID.

At your exams you will need to bring your Student Identification Card. The student ID also serves other purposes such as a Library Card, for student events etc.

Important:
Please, always carry your Student Identification Card at DTU Ballerup Campus for security reasons. In Copenhagen your Student Identification Card may give you a discount at some museums, shops and activities.

Student Guidance
Room D 2.01
E-mail: svbal@dtu.dk
Phone +45 3588 5236
Office hours:
Monday-Thursday 9 am-3 pm
Friday: 10 am-2 pm

International Study Administration
The International Office
Room: D2.03
Study Administration
Full degree admission

Anja Lund
E-mail: anj@dtu.dk
Phone: +45 4480 5008
Office hours:
Monday-Friday: 9 am-12 pm (noon)
3.4 Student Counselling Service at DTU Ballerup Campus
You can get professional help at the Student Counselling Service
DTU Ballerup Campus. Below are some examples of issues you may
find difficult to cope with:
• fear of examinations
• loneliness and contact problems
• group work
• sadness and depression
All counselling is anonymous – and free of charge. You can send an
e-mail to:
DIPL-studentraadgiv@dtu.dk

3.5 Rules and regulations
1. THE STUDY TEST OF QUALIFICATIONS:
You must pass the first year of study before the end of your
second year of study, if you wish to continue the study
programme. (Exam Order § 9).

2. STUDY ACTIVITY:
You may not be more than 60 ECTS behind in your studies. Also,
students who have been inactive for more than a year may be
expelled from their programme. (Admission Order § 34).

3. DOUBLE LENGTH OF STUDY:
The maximum length of your studies is double the ordinary length
- that is 7 years for all Bachelor of Engineering programmes with
the exception of Global Business Engineer which is 9 years.

4. LEAVE OF ABSENCE:
Normally leave of absence cannot be granted before you have
passed the first study year. (Admission Order § 36)

5. COMPLAIN OF EXAM:
The complaint must be delivered no later than two weeks after the
grade was given. (Exam Order § 43.2).

6. ILLNESS DURING THE EXAM:
Non-attendance due to illness does not count as an attempt even
if the withdrawal is received after the deadline has expired.

7. ATTEMPTS:
You can take the same test three times. The head of the
programme may permit a fourth attempt, and the principal may
permit a fifth attempt, if there are extraordinary circumstances.

8. REQUIREMENTS OF WORK EXPERIENCE OR LIVING ABROAD:
The first and second study years have to be passed to go on
internship or living abroad.

9. CONDITIONS OF BEGINNING THE BACHELOR PROJECT:
All previous study activities need to be passed in order to begin
the bachelor project.
3.6 The Danish 7-point grading scale

The Danish 7-point grading scale from the Danish Ministry of Education applies to all Danish educational institutions.

Results of exams grades are given on a scale from -3 to 12, with 02 as the lowest passing grade. Alternatively, grades are given as ‘Passed’ and ‘Failed’. Such a grade cannot be changed to a numeric grade.

In the table below, the Danish 7-point grading scale is compared with the ECTS and the U.S. grading scales.

<table>
<thead>
<tr>
<th>Danish</th>
<th>Definition</th>
<th>ECTS</th>
<th>U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>EXCELLENT</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>10</td>
<td>VERY GOOD</td>
<td>B</td>
<td>B+</td>
</tr>
<tr>
<td>7</td>
<td>GOOD</td>
<td>C</td>
<td>B</td>
</tr>
<tr>
<td>4</td>
<td>SATISFACTORY</td>
<td>D</td>
<td>C+</td>
</tr>
<tr>
<td>02</td>
<td>PASSED</td>
<td>E</td>
<td>C</td>
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<td>00</td>
<td>FAILED</td>
<td>FX</td>
<td>F</td>
</tr>
<tr>
<td>-3</td>
<td></td>
<td></td>
<td>F</td>
</tr>
</tbody>
</table>

3.7 Student organization - Polytechnical Association = PF

Founded in 1845, the Polytechnical Association (PF) is the oldest student organization in Denmark. The association represents all engineering students at DTU. Independent of all party politics, PF work closely with the management at DTU to ensure that the students have influence on their study programmes.

As a student studying at DTU you can become a member of PF. Please check: pf. As a member you may obtain various benefits, like reduced prices at several social activities, such as football tournaments (only in the spring semester), fitness, solariums, reduced entrance fees at parties, etc.

3.8 The bookstores at DTU

In the bookstore at DTU Ballerup Campus you can get a 10% discount on books when you show your Student ID card. In the bookstore at DTU Lyngby Campus, you will have to be a member of PF to receive a 10% discount.

Prices for Full Degree Bachelor of Engineering students:
- New students kr. 500.00
- After 1½ years of study kr. 375.00
- After 2½ years of study kr. 200.00

You can also become a member of The Danish Society of Engineers - Ingeniørforeningen i Danmark, IDA. With a membership of PF, the first year of membership of IDA is free of charge.
On the web sites below, please find information about accommodation in Copenhagen:
www.kollegierneskontor.dk
www.findbolig.nu
When you arrive in Denmark, you will have to go through some official as well as practical formalities.

5.1 Obtaining a residence permit
All foreign students - except for Nordic citizens - will need a residence permit while they are living and studying in Denmark.

5.1.1 Nordic Citizens
Students from Finland, Norway, Sweden and Iceland do not need a residence permit. Instead they need to bring their personal ID cards or passports from home.

5.1.2 EU Citizens
Students from the EU countries need a Certificate of Registration as an EU citizen (= residence permit) when they are going to stay in Denmark for more than three months. The certificate can be obtained after arrival in Denmark. This Certificate is necessary for you, and you must bring it with you when you apply for the Danish Health Insurance Card at the municipality where you live.

After study start DTU Ballerup Campus will arrange an afternoon meeting with officials from the State Administration for Greater Copenhagen to help you apply for this Certificate. Please check posters and CampusNet for information on date and place. You can only apply in person.

If you do NOT come to apply at the above mentioned meeting, you must go to the State Administration-office yourself to apply for the Certificate. The application form is on their web through this page: http://statsforvaltning.dk/site.aspx?p=8095

Please remember to bring your passport or ID-card and a copy of this, one passport photo, your letter of admission as a DTU student from DTU and the application form properly filled in and signed. You may have to prove that you have sufficient funding to support yourself during your stay in Denmark.

When you leave Denmark, you must report your departure to the Statsforvaltning at Borups Allé 177, 2400 Copenhagen NV - and return the health Insurance card to the local municipal registration office where you live.

5.2 Obtaining a visa
A visa is required for students from countries outside of Europe. Ask at the Danish Embassy or Consulate in your home country if you need a visa to stay in Denmark. Do not forget to apply for a residence permit as well. Please visit www.nyidanmark.dk/en-us

Non-EU Citizens
Students from countries outside of Scandinavia and the EU must apply for a residence permit before leaving their home countries. Make the application through a Danish Embassy or Consulate in your home country. It may take up to three months to issue a
residence permit, and you will most likely need a visa no matter for how long time you are staying in Denmark. There is an application fee. You can check the exact fee on the day you make your payments at: www.nyidanmark.dk/en-us/coming_to_dk/fee

When you apply for a residence permit, you need to prove that you have been accepted as an exchange student. You will also have to prove that you have sufficient money to support yourself during your stay in Denmark. The required sum is approximately DKK 50,000 for one semester.

The Danish Immigration Service (Udlandingsstyrelsen)
Ryesgade 53
2100 København Ø

Telephone: (+45) 3536 6600
Fax: (+45) 3536 1916
E-mail: us@us.dk
www.nyidanmark.dk/en-US

Monday: 8 am – 3 pm
Tuesday-Wednesday: 10 am – 3 pm
Thursday: 12 noon - 5 pm
Friday: 10 am - 13 pm

For all matters relating to residence permits from the Danish Immigration Service, please make an appointment in advance by telephone. Typically the waiting time is approximately 4 hours or more.

5.3 Health Insurance Card and your Civil Personal Registration number (CPR-number)

All Danish citizens are registered through a CPR-number which consists of their date of birth and four digits. You need to register at your local National Registration Office (Folkeregisteret) at the municipality where you live as soon as possible after your arrival in Denmark, provided that you have your Residence Permit / Certificate of Registration as an EU citizen.

You must bring your passport, your Residence Permit, proof of your address (copy of your housing contract or proof of rent paid) and your admission letter with proof that you are a Full degree student at DTU.

Your CPR-card is also your Health Insurance Card. The Health Insurance Card (sundhedskort) will be sent to your address within two - three weeks after registration. Remember to bring the card when you see a doctor or dentist or visit a hospital - and always to carry the card with you.

The name, address and phone number of your doctor is printed on the card.

When you leave Denmark after your exchange period, you must destroy the yellow Health Insurance & CPR-card.

5.3.1 National Registration Offices

You should go to the National Registration Office in the municipality where you live.

The opening hours are typically
Monday-Friday: 10.00 am - 2.00 pm
Thursdays: 10.00 am - 5.00 pm
Saturday-Sunday closed
The addresses and homepages of some of the most relevant municipalities are:

Albertslund Rådhus
Nordmarks Allé 1
DK-2620 Albertslund
www.albertslund.dk

Ballerup Rådhus
Hold-an Vej 7
DK-2750 Ballerup
www.ballerup.dk

Frederiksberg Rådhus
Smallegade 1
DK-2000 Frederiksberg
www.frederiksberg.dk

Furesø Rådhus
Rådhustorvet 2
3520 Farum
www.furesoe.dk

Glostrup Rådhus
Rådhusparken 2
DK-2600 Glostrup
www.glostrup.dk

Gentesfte Rådhus
Bernstorffsvej 161
DK-2900 Charlottenlund
www.gentesfte.dk

Herlev Rådhus
Herlev Bygade 90
DK-2730 Herlev
www.herlev.dk

Hvidovre Rådhus
Hvidovrevej 278
DK-2650 Hvidovre
www.hvidovre.dk

Gladsaxe Rådhus
Rådhus Allé 1
DK-2860 Søborg
www.gladsaxe.dk

Rødovre Rådhus
Hvidovrevej 278
DK-2650 Hvidovre
www.hvidovre.dk

5.4 Danish National Health Service
Citizens from other EU countries are entitled to medical treatment in acute cases. As soon as possible you should apply for the yellow Health Insurance Card (described above). This card, however, does not cover repatriation to your home country – and it is not a liability insurance either.

Citizens from outside the Nordic countries and the EU are not covered by the Danish National Health Service until six weeks after registration.

5.5 Insurance
We strongly recommend that all foreign students take out an insurance policy which covers medical treatment and repatriation before you leave for Denmark. We also recommend that all foreign students take out an insurance policy against liability, accident, and theft.
6.1 Cost of living
Many students will find that living in Denmark is expensive. It is important that you are aware of this before you arrive. On top of daily expenses, you will have to pay the costs of establishing yourself in Denmark.

Approximate monthly expenses in Denmark (in DKK):

- Accommodation, rent: 2,400 – 4,700
- Food and household: 2,000
- Clothing and personal care: 700
- Local transportation: 0-1,230
- Books: 400
- Other cost, leisure: 600
- Total costs per month: 6,000–9,600

It is very difficult to estimate the cost of living for a student since it depends on your standard of living. Some students can get by on DKK 6,000 per month, while others need DKK 9,000 per month, all included. Some of the biggest expenses are: rent, food and transportation. In addition to those you will need money for clothing and leisure time.

6.2 Money
In Denmark the currency is Danish kroner and øre (oere). One hundred ‘øre’ equal one ‘krone’. The coin denominations are 50 øre, 1 kr., 2 kr., 5 kr., 10 kr. and 20 kr. Notes are 50 kr., 100 kr., 200 kr., 500 kr. and 1,000 kr.

In the stores you will see prices like 29.95 kr. This price is rounded up to 30.00 kr. Similarly 35.60 kr. is rounded down to 35.50 kr. Just remember that the øre will be rounded off to the nearest 50 øre.

As of June 2013

EURO 1.00 = DKK 7.50
(approx):
USD 1.00 = DKK 5.60

6.3 Shopping hours
Shops are usually open Monday-Friday 9 am-6.00 pm, Saturday 9 am-2 pm. Shops are typically closed on Sundays. These opening hours are the standard opening hours and there are many exceptions.

Most Supermarkets are open Monday-Friday: 9 am-7 or 8 pm and Saturday: 9 am-4 or 5 pm. On Sundays most Supermarkets are closed - though it is worth mentioning that more and more Supermarkets are now open also on Sundays normally from 9 am-4 or 5 pm.

Outside of these opening hours, it is possible to buy a limited number of products at gas stations, kiosks and 7-eleven shops. Some of these may be open 24 hours a day.

6.4 Packages for students
At DTU Ballerup Campus we cannot receive packages for students, and you will therefore need to have your package sent to your Danish address or to pick it up at the local post office. If you are not at home, the post man will leave a note in your mail box at your Danish address, and with this note you are able to pick up your package. It is never a good idea to receive food and drinks in the mail - a package may be damaged and the contents too.
6.5 Tipping
Tipping is not customary in Denmark unless you are really satisfied with the service.

6.6 VAT
In Denmark 25% VAT is added to most goods and services. Prices in shops and restaurants always include VAT.

6.7 Banking
Any foreigner may open an account with a Danish bank. Documentation (such as a passport) with a photo and an address is necessary. If you do not have a Danish Civil Personal Registration Number (CPR-number) when you open an account, some of your bank papers will be sent directly to your home country. Banks are open daily 10 am-4 pm, Thursday 10 am-5 pm. Always closed on Saturday and Sunday.

6.8 Telephone
To make an international call from Denmark, first dial 00, then the relevant country code and then the subscriber's number.

Mobile phone / Cell phone
If you bring your own mobile phone, all you need is a SIM card from a Danish telecoms operator. The bigger ones are: TDC, Telenor and Telia which all have shops around Copenhagen and also sell mobile phones (normally with a 6 months subscription). Alternatives are the pure web-based companies like Telmore and CBB.

6.9 Weather
The weather in Denmark is changeable – summers may be hot, winters may be cold – but while neither can be guaranteed, summers may be extremely windy. Regardless of which way you are heading, it always seems to be against the wind. January and February are usually the coldest months. The average temperature is zero centigrade (32 Fahrenheit). However, it can drop to minus 10°C or lower. Spring comes in April and May, and summer comes in June/July. Summer temperatures vary between 15°C-25°C but may be as much as 30°C-35°C for limited periods of time. Regardless of the season, you will need some warm and waterproof clothing. In general, it is a good idea to be prepared for rain all year round!

6.10 The tourist information centre
Wonderful Copenhagen
In the centre of Copenhagen there is a large tourist information centre. It is located almost opposite the Tivoli Gardens / Hard Rock Café and near Copenhagen Central Station. Check www.woco.dk

Copenhagen Right Now
Vesterbrogade 4A
1577 Copenhagen V.
Phone: +45 7022 2442
Fax: +45 7022 2452
touristinfo@woco.dk

6.11 Useful Internet information
• Find your way - www.rejseplanen.dk (Deutsch, English)
• All About Copenhagen - www.aok.dk/english
• Danish Immigration Service - www.nyidanmark.dk
• Job in Denmark – www.workindenmark.dk
• Map of Denmark/Copenhagen - www.krak.dk
• The Yellow Pages - www.degulesider.dk
Public Transport
- DSB - Domestic Train Information - www.dsb.dk
- DSB - S-Train Information in Copenhagen - www.dsb.dk/om-dsb/in-english
- Metro - http://intl.m.dk/#!/

6.12 The ticketing system for public transport

Single tickets
When travelling by bus, the ticket is bought from the bus driver.
When travelling by train, you have to buy the ticket before getting on the train. Normal single trip tickets can be bought at the stations or on the bus, but please note that bus drivers only accept coins. The machines at the stations will accept coins as well as credit cards.

Clip card (with ten rides)
Two-zones .................. 150.00
Three-zones ................. 200.00
Four-zones .................. 250.00
Five-zones ................. 305.00
Six-zones .................. 365.00
Seven-zones ................ 415.00
Eight-zones ............... 470.00
All zones .................. 490.00

Monthly travel card (30 days)
A monthly travel card, which is cheaper if you travel a lot, can be bought at most train stations.

Two-zones .................. 350.00
Three-zones ................. 490.00
Four-zones ................. 630.00
Five-zones .................. 765.00
Six-zones .................. 900.00
Seven-zones ............... 1,035.00
Eight-zones ............... 1,135.00
All zones .................. 1,260.00

You will need to bring a photo for making your monthly travel card. More information can be seen on the homepage of the transport supplier in the Copenhagen area: www.movia.dk.

Rejsekortet - Travel Card
Rejsekortet is a new travel card for people with a permanent address in Denmark. The concept is that you buy a travel card that you add money to, and every time you travel, you check in and out by scanning the card, and the price for your journey is then withdrawn from your card balance. To get a Rejsekort personligt (personal travel card), you need a permanent address and CPR-number. Consequently, you cannot purchase that kind of card until you have your CPR-number.

If you wish to use the travel card anyway, you can buy an anonymous card called Rejsekort anonymt. This type of card does not require an address or any personal information. The card costs DKK 80 (you have to add money to it as well), and you can only buy it at Trafikselskabet Movia Hovedkontor, Gammel Køge Landevej 3, 2500 Valby, which is open Monday - Thursday 08:30-15:30 and Friday 08:30-14:30. www.visitcopenhagen.dk

For more information, go to www.rejsekort.dk - though at time of writing this page is only in Danish.

Zones
The Greater Copenhagen Area is divided into 95 zones. The number of zones that you pass through on your journey, as well as the manner in which the zones adjoin each other, tell you the number of zones needed for your ticket.

At the stations and the bus stops you can see coloured zone maps. The red zone on the map will indicate where you are standing. The price of the ticket is based on the number of coloured zones that you travel through. The most expensive colour zone determines the fare whether or not the journey ends in that zone or you pass through the zone. YES - this is complicated even for Danes.
For example DTU Ballerup Campus is located in zone number 42. Herlev is located in zone 31. Consequently you will need two zones to get from Herlev to DTU Ballerup Campus. If you live near the centre of Copenhagen, which is zone 1, you will need a ticket for these zones; 1-2-31-42 - in total 4 (four) since those zones adjoin each other.

If you make a journey which begins in zone 31 and go to a zone that directly adjoin zone 31, you will only have to buy a two-zone ticket. When buying tickets, there is a minimum charge of two zones (DKK 24.00), each additional zone is DKK 12.00. You can save money with a monthly travel card or a ten tickets clip card. The prizes are due to change - and noted as found at the time of listing.

Student discount, Inspection charge and bicycles
Please note that international students normally do not qualify for student discounts in Denmark.

NBI Do not travel without a ticket. You risk paying an inspection charge of up to DKK 750.

You do not need to buy a ticket to bring your bike with the S-train - however, during the rush hours, you cannot bring your bike to all stations. It is NOT free to bring your bike on the Metro.

6.13 Bicycles
The bicycle is a very common means of transportation in Denmark. In Copenhagen and in the countryside there are many cycle lanes next to the roads. Notice that riding a bike with more than one person or after sunset without light can give a fine of DKK 1,000.

You can either choose to bring your own bike or buy a used bike when you get here. You can buy bikes new from bicycle shops or supermarkets and a second-hand bike from 'Den Blå Avis' (www.dba.dk) which offers all kinds of used goods for sale. The website only appears in Danish so you will need help from your Exchange Student Tutor.

There is also a chance of a good bargain at the Police Auctions in Copenhagen. These usually take place ones a month, exact dates are announced on check their website: Web: www.topauktioner.dk

Topauktioner
Tæbyvej 3 B
2610 Rødovre
Telephone: (+45) 3962 0272
www.topauktioner.dk

The nearest S-train station to this place is Jyllingevej Station.
6.14 Bringing a car from abroad
During your stay in Denmark, all cars and motorbikes without Danish number plates should display the nationality sticker of the country in which the car is registered. You will also have to register the car in Denmark. Please contact the embassy in your home country for further information about the Danish Road Traffic Act.

6.15 The Danish alphabet
The Danish alphabet has three letters which do not exist in the English alphabet. The letters ‘æ’, ‘ø’, and ‘å’ appear after ‘z’ in the alphabet. ‘Æ’ is equivalent to ‘ae’, ‘Ø’ to ‘oe’ and ‘Å’ to ‘aa’. The ‘æ’ sounds like ‘e’ in ‘egg’, ‘ø’ is like ‘o’ in ‘world’, and ‘å’ is like ‘o’ in own.

6.16 Water
It is perfectly safe to drink tap water in Denmark.

6.17 The electric current
All over Denmark the electric current is 220 Volts, AC (50 Hz).

6.18 Emergencies
In the case of emergency, dial 112 and ask for an ambulance or the fire brigade. Dial 114 for the police. Tell the operator your name, address and the telephone number you are calling from, and stay by the telephone until your information has been confirmed. There is no charge when you dial 112 or 114.

6.19 Medical treatment
If you have a residence permit, your doctor’s telephone number will be on your yellow Health Insurance Card. If you do not have a residence permit, you may search for Læger (=doctors).

Every day from 4 pm to 8 am, and during weekends and public holidays, you will have to call the doctor on duty (Lægevagten – same as below). You will be put in contact with a doctor who will inform you what to do next.

Casualty Services (Lægevagten) - Phone: 3869 3869 (when your own doctor is closed)
When you call the Casualty Services, it takes you directly through to a doctor who will ask for your Civil Personal Registration number - you find that on your Yellow Health Insurance Card (it is possible to contact and go to the doctor even if you have not yet received your social security number/Yellow Health Insurance Card). The doctor will then ask you to talk about your symptoms. The doctor then assesses whether you have to be seen in one of the emergency calls consultations, if a home visit is necessary or maybe you can just go to the nearest pharmacy and pick up some medicine. In some cases the doctor will recommend that you contact your own doctor later.

You can call the Casualty Services from 4 pm-8 am on weekdays. On Saturday, Sunday and bank holidays they are open 24-hours.
The doctor might direct you to one of the following addresses:

- Gentofte Hospital, Niels Andersens Vej 65, 2900 Hellerup
- Glostrup Hospital, Ndr. Ringvej, 2600 Glostrup
- Herlev Hospital, Herlev Ringvej 75, 2730 Herlev
- Hvidovre Hospital, Kettegaard Allé 30, 2650 Hvidovre

The casualty ward

If you need urgent medical treatment, you can go to the casualty ward (Akutmodtagelsen) at the hospital. You will have to call Akuttelefonen 1813 where special trained nurses will talk to you about your situation, and if needed, guide you to a relevant hospital according to your condition, waiting time, distance, etc.

If you are using a mobile phone service established outside of Denmark, please remember to use Denmark’s country code +45 before dialling 1813.

6.20 Dentist

You are free to choose your own dentist. Dentists are found under Tandlæger. Make an appointment and remember to bring your yellow Health Insurance Card with you. Then your treatment will be partly paid for by the Danish Health Service but remember to ask for the price! Treatments can be expensive.

In an emergency, go to the casualty ward for dental treatment (Tandlægevagten). You will have to pay in cash for the treatment.

Address

Tandlægevagten
Oslo Plads 14 (close to Østerport S station)
DK-2100 København Ø
E-mail: info@tandvagt.dk
www.tandvagt.dk

Opening hours:

Daily 8.00 pm–9.30 pm
Saturdays, Sundays and holidays
10 am–12 noon and 9 pm–9.30 pm

6.21 Pharmacy

Pharmacies (Apotek) are open during normal shopping hours. As the sale of medicine is restricted by law, in most cases you will need a doctor’s prescription to buy medicine. You can obtain a prescription by making an appointment with the doctor whose name appears on your yellow Health Insurance Card. The doctor will also need your CPR-number. You cannot use prescriptions from your home country.

Some medicine can be purchased directly in supermarkets like headache pills, nose sprays against cold etc.
6.22 News in English
You can buy international papers in many kiosks. Alternatively, most libraries have a wide choice of international newspapers. Reading newspapers at the library is free.

6.23 Public libraries
Libraries are free of charge for everyone with a yellow Health Insurance Card (sundhedsbevis). DVDs and CDs can also be borrowed. Usually the period for a book loan is one month. If a book (or other borrowed material) is overdue, you will have to pay a fine.

6.24 Museums
Most museums are closed on Mondays, and many have free entrance on Wednesdays. For information about Museums in Copenhagen see: www.mik.dk

6.25 Finding a job in Denmark
A foreign national can obtain a residence and work permit in Denmark in order to take employment. On www.nyidanmark.dk and http://workindenmark.dk/ you can find information about the possibilities for foreign nationals to study, work and reside in Denmark.

Students with a residence permit are allowed to work 15 hours per week during the study period. To find a job while you study at DTU Ballerup Campus you might try to look at DTU Jobbank and www.moment.dk (only in Danish).

Many employers require that you know the Danish language, and therefore the easiest job to find will be as a bartender, waiter, newspaper carrier, etc.

6.26 Sports activities
Sports clubs near DTU Ballerup Campus:

- **Football**
  - Ballerup Idræts Forening
  - Ballerup Idrætsby 28 A
  - DK-2750 Ballerup
  - Phone.: 4497 3008
  - E-mail: info@ballerupif.dk

- **Swimming**
  - Skovlunde Svømmebad
  - Torvevej 19
  - 2740 Skovlunde

- **Badminton**
  - Ballerup Badminton Club 58
  - Rugvænget 10
  - DK-2750 Ballerup

- **Handball**
  - Ballerup Håndbold Club
  - Ballerup Hallen
  - Rugvænget Skole
  - DK-2750 Ballerup

More information regarding sports activities may be given at the beginning of each semester.

Alternatively, foreign students can sign up for sports facilities of the Universitetets Studenter-Gymnastik - USG (an athletic association for students of Copenhagen) just like any other Danish student living in the Copenhagen area. Examples of sports available: Badminton, volleyball, basketball, handball, swimming and water polo. See www.usg.dk for more information.
6.27 The Student House in Copenhagen

The Student House or Studenterhuset, is located in the centre of Copenhagen (next to Rundetårn).
The address is
Købmagergade 52
1150 Copenhagen K
www.studenterhuset.com

Every Wednesday night 300-400 International and Danish students meet for socializing among a number of nationalities. It is the only meeting place for international Students in Copenhagen and therefore ideal for social networking. The Studenterhuset is a house of activities, a café and a concert place for all students across subject of study.