



BUSINESS ACADEMY
AARHUS



Student handbook

for students
at Sønderhøj



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Welcome

On behalf of all of the staff at Business Academy Aarhus, I would like to welcome you as a student of our Business Academy.

In this Student handbook, we have compiled information that you might need while studying at the Business Academy.

I sincerely hope that you will enjoy your studies at Business Academy Aarhus and that you will join us in our endeavour to make this a period of your life one of great benefit – both at the personal and at the academic level.

A handwritten signature in black ink that reads "Chr. Mathiasen". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Christian Mathiasen
Principal

Contact

Contacts of the programme

Programme	Contacts	E-mail	Phone
Computer Science & Software Development	Secretary Signe Wraamann	siwr@baaa.dk	7228 6352
	Head of Department Gert Simonsen	gs@baaa.dk	7228 6301
E-concept Development, IT Network and Electronics Technology & Web Development	Secretary Malene Uggerholt	maug@baaa.dk	7228 6353
	Head of Department Gert Simonsen	gs@baaa.dk	7228 6301
Financial Management and Services	Secretary Marianne Hesthaven	mahe@baaa.dk	7228 6014
	Head of Department Rikke Christoffersen	rich@baaa.dk	7228 6251
Int. Sales and Marketing Management & Marketing Management	Secretary Annette Lundgren	anko@baaa.dk	7228 6202
	Secretary Annemette Richter	anri@baaa.dk	7228 6203
	Head of Department Kim Ramus	kbsr@baaa.dk	7228 6201
Multimedia Design and Communication	Secretary Wicki Nielsen	wnie@baaa.dk	7228 6302
	Head of Department Nina Bredsdorff-Larsen	nil@baaa.dk	7228 6303

International Office

The International Office manages a wide range of tasks associated with the international options for students at Business Academy Aarhus, such as:

- study abroad
- grants available for studying abroad
- recruitment of international students to the programmes taught in English
- administration of InterCultureClub (ICC) (social club for Danish and international students of the Academy)
- opportunities for further education abroad

Go to baaa.dk to read more about your international options or come see us in the Student Services Centre.

Caretaker service

Contact the caretakers if you need help with the photocopiers and printers, by calling 7228 6030 or sending an e-mail to eaa-pedel@baaa.dk.

Student counselling

The student counsellors are always willing to help you with any queries or challenges you might have. It is best to arrange a meeting with the a counsellor in advance. You will find the student counselling in the Student Services Centre.

Contact the student counselling by calling 7228 6020 or sending an e-mail to vejledning@baaa.dk.

SU Office

Contact the SU Office if you have any queries relating to SU (the state education grants and loan scheme), such as support for disabled students (the SPS scheme), disability grants, maternity grants, loans and any other issues that you might want to discuss.

Opening hours:

Monday and Tuesday 12.00-13.30, Thursday and Friday 10.00-11.30

Contact the SU Office by calling 7228 6025 or sending an e-mail to eea-su@baaa.dk.

How to apply for SU

Submit your application via www.su.dk/su/min su. The website is a self-service site where you can:

- apply for SU and SU loans
- view your own SU data
- change your SU (in most situations)

Study environment

Student Council

Each programme at the Academy has its own Student Council. The Student Council is a formal body that gives the students an opportunity to voice their opinions about the programme and other matters and organise social activities across teams. Each team elects two representatives to represent the team in the council.

Academy Council

The Academy Council is your opportunity to have a direct say on your daily life as a student at Business Academy Aarhus. The Council works closely with the administration and the Academy's management. The Academy Council creates relations across teams and organises fun and interesting events for the students. This includes intro week and excursions, parties, lectures etc.

The Student Councils for the individual degree programmes elect a number of representatives to the Academy Council. The Academy Council handles matters of relevance to the entire Academy (canteen, joint activities, etc.). It elects a chairman and a vice-chairman from among its members with responsibility for drafting agendas, minutes of meetings, etc.

The Academy Council normally holds two meetings per semester, at which a representative of the management always attends. The Academy Council nominates two members to the Business Academy's Board.

Basement

Basement is a completely renovated lounge area at the Academy. Here students can do their homework and work in groups or just relax over a cafe latte. 'After school' bars are held on Thursdays and Fridays when students can drink cold beer on tap or have a rum and coke or cider with their classmates before going home. Occasionally we organise competitions such as bezzewisser quiz games, ølpong games, etc.

E-mail: eaa-basement@eaaa.dk

Open Learning Center (OLC)

The common Open Learning Center (OLC) is above the canteen, alongside the library, bookstore and student facilities (photocopier, printer, binders, computer to take photos for student cards etc.).

The OLC makes computers available to you and provides good facilities for group work.

Library

The library is found above the canteen. The library offers a wide range of books, journals and magazines, papers and online subscriptions. In addition to this, the librarians teach data collection and information searches as are required used in your projects.

You will need your student and access card to borrow books etc. from the library.

You can read more about the library at studyroom.dk/eaa-biblioteket.

Opening hours

Monday to Thursday 9.00–16.00 and Friday 9.00–14.00.

Contact the library by calling 7228 6040 or by sending an e-mail to sh-bib@baaa.dk.



Bookstore

The bookstore is next to the library on the first floor. You will mainly find non-fiction on the shelves, and you can buy office supplies such as binders, folders, book wrapping etc. Ticket coupons for Midttrafik, stamps etc. are also sold.

You get a 10 percent discount on non-fiction as well as fiction, if you are a student. Material that is not in stock can normally be obtained.

Opening hours

Monday to Thursday 9.00-14.00. Information about extended opening hours will be published on the info screens and Fronter.

Contact the bookstore by calling 7228 6049 or sending an e-mail to factum@baaa.dk. To read more about the bookstore, go to factum.dk.

InterCultureClub

InterCultureClub - or ICC - is Business Academy's "club" for Danish and international students that offers social activities in an intercultural atmosphere. A social event is organised every month, and in addition to this, special events are organised throughout the year depending on suggestions and demand. The ICC is rooted in the International Office and is administered by student helpers. Students who would like to commit themselves to the ICC in particular have a great opportunity to influence the selection of activities.

The activities of the ICC are continually posted on the club's Facebook site: InterCultureClub. E-mail: interculture@baaa.dk.

Canteen

The Academy's canteen offers a wide selection of food and drinks. Every day the canteen creates food and meals with a focus on variety and healthy eating – always using fresh raw materials. We always welcome new ideas – please send an e-mail to tosa@aabc.dk.

Opening hours

Monday to Thursday 7.45–14.30 and Friday 7.45–13.30.

Career Centre

The Career Centre at Business Academy Aarhus will act as a source of inspiration and help you determine how to implement what you have in mind for your internship and your career. You are welcome to visit the Career Centre throughout your studies at the Academy, where we offer both individual counselling and courses for groups of students. The Career Centre helps you get an overview of the opportunities you have for your internship and personal career and provide you with tools that you can use to help you achieve your goals. We organise courses in how to write a good letter of application and compose a good résumé/ CV and provide training in interviews for internships and jobs – to name just some of the ways in which we can help you. You find the Career Centre in the A-building.

To find out more about the Career Centre go to baaa.dk/career.



IT and technology

Fronter

Fronter is the student Learning Management System (LMS). Fronter keeps you informed of relevant information from the Student Office and the teachers. This is where you find important notices, exam schedules, lecture schedules, course materials etc. Fronter is also used to submit assignments for your exams. You log into Fronter using the user name and password you have been issued.

You gain access to your own mail box via Outlook web access, where you can view personal messages from the Student Office and the teachers. You can forward these e-mails to your personal e-mail address. For instructions on how to do this, go to myservicedesk.dk.

Copying

Photocopiers are found in the library. You can buy copy cards in the reception.

Login

When you start studying at the Academy, you will be issued with a personal user name and password to the Academy's systems. Please note that your password expires after twelve months and will then need changing. You can register with the mobile phone text message service via studsys.efif.dk, which will text you 14 days before your password expires.

Printers and printing account

When you start the programme, you will be allocated a prepaid number of prints. When you need more prints, you can buy more at the reception.

You can find printers in:

- the Library
- the A-building in the hallways of floors 1 & 2
- the C-building in the hallways of floors 1,2 & 3.

ServiceDesk

The ServiceDesk is responsible for the maintenance of the Academy's IT equipment and for IT support to the students.

You can read more about the ServiceDesk at myservicedesk.dk where you will find instructions and answers to many of the questions on the Academy's IT. ServiceDesk has an office in the library on the first floor.

Opening hours

The office is open Monday to Thursday 8.30–12.00. The phones are open Monday to Thursday 8.00–15.30 and Friday 8.00–15.00.

Contact the ServiceDesk by calling 8936 3200 or by sending an e-mail to servicedesk@baaa.dk.

Student and access card

All of the Academy's full-time students receive a student and access card which gives you access to the Academy and the Open Learning Centre (OLC). Your contact teacher will hand out the card after approx. one month of studies. In order to get a student card, you must make a picture at the library. The student card will be handed out to you when you have paid the materials fee.

When receiving the card, you must activate it in the card reader by the entrance to the library.

If you lose your student card, please contact Signe Wraamann (siwr@baaa.dk) who will help you get a new one. A new card costs DKK 200.

The premises are closed in some periods. Information on this will be published on Fronter and at the Academy's info screens.

The student card also gives you discounts and other benefits on transport, shopping, fitness centres etc., so you will benefit from always carrying it with you.

studsys.efif.dk

Studsys is your personal website access to the Academy's administrative IT systems.

This is where you can:

- register with the Academy's mobile phone text message service
- print a confirmation of your enrolment
- view and print a list of your grades
- forward e-mails from the Academy to your personal e-mail address
- check your printing account and add funds to the account

Wireless network

You can connect to the Academy's wireless network throughout the premises. For instructions, go to www.myservicedesk.dk.

Borrowing digital equipment

The Academy has a number of digital cameras/camcorders with accessories that students can borrow for project work and product development. You can borrow these through the library. If you need more professional equipment, you can – after having passed an introduction course – borrow this from the secretary of the Multimedia Design and Communication programme. If you damage equipment you have borrowed while on the Academy's premises, you are covered by the Academy's insurance. If the damage occurs outside Academy premises, your own insurance will have to cover the damage.

Problems with IT equipment or login

If you experience problems with your login, please contact the ServiceDesk. Do this by sending an e-mail to servicedesk@baaa.dk. The ServiceDesk will reply as soon as possible. You are also welcome to contact them at the office on the ground floor of the A-building.

If you need any assistance with printers, photocopiers etc., please contact the caretakers.

Exams

Information about exams and exam projects will be published on Fronter well in advance of the actual exam. If you have any queries concerning examination, please get in touch with the Student Office of your programme.

All students must submit all compulsory assignments. By doing this you automatically enter yourself for the exam.

Printed list of your grades

You can view and print out a list of your grades at studsys.efif.dk.

Illness on exam day

If you are ill on the actual day of the exam, then you must report this to the Student Office as soon as possible.

You must submit a doctor's certificate to the Academy no later than two working days after having reported your illness. If you do not report your illness in time and we have not received the doctor's certificate in due course, this will count as an attempt.



Practical information

24-hour access

You have access to the premises 24 hours a day using your student and access card while you are studying at the Academy. Please note that you cannot enter through the front door using your card. You have to use the entrance at the end of either the A- or the C-building. The ground floor is locked. So you will have to pass through floor 1 to reach the library. The Academy may be closed in some periods. Information about this will be posted on Fronter.

Alcohol

Alcohol may only be consumed in the Basement.

Busses and trains

There are busses and trains right to the door. The trains are operated by Odderbanen and Arriva (regional train) and stop at Viby Station, which is about 200 metres from the Academy. For train time tables, go to odderbanen.dk and arriva.dk.

Bus number 4A and 6A stop at Sønderhøj. For bus time tables, go to midttrafik.dk.

Lost property

Lost property can be handed in and reclaimed at the reception by the main entrance.

Posters or notices

You are only permitted to put up posters or notices on the dedicated notice boards. Please remember to add the date of posting.

Parking

Bicycles and cars are parked in the bicycle sheds and in the parking lot. Parking outside the marked sites is prohibited and may result in a fine.

Smoking

Smoking is only permitted outdoors, although not by the main entrance.

Illness

You must report longer periods of illness to the Academy. If you are ill for shorter periods, you would be wise to tell your fellow students or the team leader. If you become ill when due for an exam – refer to the “Exams” section.

Resignation

If you want to resign from the programme, you must report this to the Student Office in writing.



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Sønderhøj 30
DK-8260 Viby J
Tel. 7228 6000
info@baaa.dk
baaa.dk