



BUSINESS ACADEMY  
AARHUS



# Student handbook

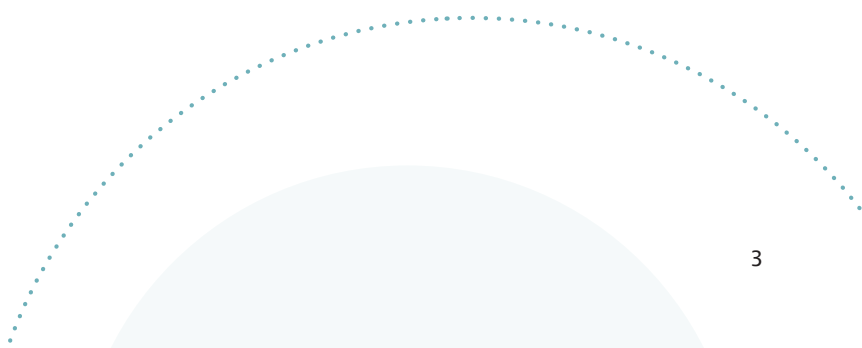
for students  
at Vejlbj



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## Welcome

On behalf of all of the staff at Business Academy Aarhus, Vejlbj Department, I would like to welcome you as a student. We will do our very best to fulfil your expectations and give you a good foundation for your future career.

In addition to the English taught AP degree in Environmental Management, we offer a Danish taught AP degree at Vejlbj Department. We also offer a top-up bachelor's degree in both Danish and English, and finally we educate Danish farmers.

We offer accommodation for all our farmer students as well as for a number of the Danish and international AP degree students.

The guide is intended to help you during your stay in Denmark. It will give you some practical advice and information on your first acquaintance with Denmark and the college. For further information, please visit [baaa.dk](http://baaa.dk) and Fronter, the school's learning platform. You are, of course, always welcome to contact the staff for help or advice concerning whatever request or problem you might have.

I hope that you will have a pleasant stay and a fruitful course.

Lars Villemoes  
Head of Department

## Contacts of the programme

Navn	Titel	E-mail	Telefon
Lars Villemoes	Head of Department	lv@baaa.dk	7228 6401
Thomas Bent Andersen	Principal of dormitories	tba@ju.dk	8617 8933
Tove Kjærgaard	Coordinator	tokj@baaa.dk	7228 6416
Anne Lyngkilde Jensen	Administration and SU (the Danish state education grant)	anly@baaa.dk	7228 6402
Ingrid Frandsen	Administration and accommodation	ijf@ju.dk	8617 8933
Anne Møller Kristoffersen	Study counsellor	akri@baaa.dk	7228 6419
Torben Baraviec	Caretaker	toba@baaa.dk	7228 6433

## The administration

The college administration is situated in the building with a pyramid roof in the centre of the campus. Usually, the administration will be open as follows:

Monday and Tuesday	8.00-16.00
Wednesday and Thursday	8.00-15.30
Friday	8.00-14.00

In order to provide the staff with the necessary peace for work, the students are requested to contact the administration:

Monday to Friday	9.30-13.00
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Fees and invoices are paid at the college administration office. Furthermore the administration has a small shop with stationeries. You can pay in cash or with a Danish credit card.

Ingrid Frandsen administers the students' accommodation. For practical matters in relation to the students' accommodation (minor repairs etc.) the caretaker, Torben Baraviec, should be contacted. He can be contacted via the "Caretaker's Book" in the administration.

### Keys

All new students at Vejlbj will be equipped with a key card as well as two keys. In addition, students living on campus will receive a private key for their room. The outer doors of the college are locked at 16.00, but students are welcome to use all facilities at all hours of the day.

**The blue key** will give you access to all outer doors at the dining hall, the B-building, S-building and dormitory 3 and 4.

**The red key** will give you access to all classrooms, the library, and the Q- and S-building.

**The key card** has two functions: It will give you access to the Q-building between 4 p.m. and 7 a.m. It will also give you access to the parking lot if you arrive between 6 p.m. and 7 a.m. as well as during weekends and holidays.

If you do not return the keys when you graduate, you will be charged 200 DKK.

## Student counselling

Anne Møller Kristoffersen is study counsellor. You can contact her by e-mail at [akri@baaa.dk](mailto:akri@baaa.dk) or call her on 7228 6419. Her office is situated next to the administration. If you feel that you lack motivation, suffer from exam anxiety, or have other problems or questions either personally or socially, you are welcome to contact the student counsellor.

## 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](http://baaa.dk) to read more about your international options or come see us in the Student Services Centre at Sønderhøj 30, 8260 Viby J (in the southern part of town).



## 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](http://baaa.dk/career). The Career Centre is situated at Sønderhøj 30, 8260 Viby J (in the southern part of town).

## The library

The library is the college information centre. The library itself has a small collection of books and periodicals relating to most aspects of agriculture and environment. Furthermore, the librarian can help you with information retrieval of material for your study projects.

College librarian is: Anitta Toftgaard Rasmussen, e-mail [atr@eaaa.dk](mailto:atr@eaaa.dk)

### ***Opening hours:***

Monday	9.30–14.45
Tuesday	9.30–17.00
Wednesday	9.30–14.00
Thursday	9.30–14.45
Friday	9.30–14.00

## The daily timetable

We have no bell telling us when there is a break. Still the breaks – for coffee, lunch or for a new lesson – impose a firm structure on everyday life on campus. Normally there are only three subjects per day, each subject covering a ‘block’ of 2 or 4 lessons of 45 minutes.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.15-9.50	Block 1	Block 1	Block 1	Block 1	Block 1
9.50-10.15	Coffee break	Coffee break	Coffee break	Coffee break “Thursday assembly”	Coffee break
10.15-11.50	Block 2	Block 2	Block 2	Block 2	Block 2
11.50-12.30	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
12.30-14.05	Block 3	Block 3	Block 3	Block 3	Weekend
14.05-14.20	Coffee break	Coffee break	Coffee break	Coffee break	
14.20-15.55	(Block 4)	(Block 4)	(Block 4)	(Block 4)	Weekend

## Pedagogical principles

The basic pedagogical principle of teaching at Business Academy Aarhus is that the emphasis is always put on the student’s active participation and personal responsibility when it comes to concrete learning. This means that all teaching is based on dialogue between participants and teachers, group work on various assignments, and student presentations. It is very important to take part in this dialogue in order to practice your oral skills as most exams are oral exams.

In order to develop the courses continuously, all teaching activities are accompanied by process evaluations as well as final evaluations. During courses as well as after having completed a course, participants are encouraged to express freely their opinion on course structure, course contents and personal profit of course activities.



## **Our responsibilities**

We will do our very best to ensure:

- well-equipped classrooms
- well-prepared lecturers
- a clear focus on the individual student
- challenging assignments intended to make you reflect and learn
- a challenging learning environment focusing on both your professional and personal development

## **Your responsibilities**

In return we expect you to be an active student while studying at Vejlbj. This means that you should:

- participate actively in all lessons
- always hand in your assignments and exam projects in time
- always prepare and give oral presentations when this is part of the lecture programme
- always participate in the planned excursions

## **Excursions**

There will be a number of day excursions to illustrate theoretical issues. The excursions will be at your own expense, but we try to keep costs low.

## **Internet and computers**

The use of IT is an integrated part of teaching and communication at Vejlbj. Therefore all students need to bring their own lab top. We recommend that you install Office 2007/2010 as the introductory computer training course on the first semester will be based on this. If you do not have Office 2007 or 2010 on your lab top, you can install a free three months trial version when the semester begins.

All students and employees have access to the college intranet as well as to the internet at all hours all over the campus. You will be introduced to the wireless network and to our learning platform Fronter at the beginning of the semester.

## **Service Desk**

If you experience problems with your login, please contact the ServiceDesk. Do this by sending an e-mail to [servicedesk@baaa.dk](mailto:servicedesk@baaa.dk). The ServiceDesk will reply as soon as possible. You are also welcome to contact them - they are located in the library.

## **Fronter**

Fronter is the student Learning Management System (LMS). Fronter keeps you informed of relevant information from the administration 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 administration 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](http://myservicedesk.dk).

## **studsystefif.dk**

Studsystefif 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

## **Photo copying**

There are a number of printers, copiers and scanners on campus for use by students. Photocopies and hand-outs distributed by the lecturer during classes are free of charge. You can buy copy cards in the administration. E-mail to [vejledning@baaa.dk](mailto:vejledning@baaa.dk).





## How to stay up-dated

As a student at Vejlbj you will receive a lot of information – but we also expect you to be active in seeking and obtaining information about your education.

- You will find information about the education and the teaching on Fronter, our learning platform
- The teacher who is your team leader will give you information of current interest for the class, e.g. planned excursions, changes in the timetable, upcoming exams etc. at **weekly class meetings**. The class meeting is also a forum for discussing everyday issues of interest for the whole class, and we expect the students to play an active role in this meeting
- As a student at Vejlbj you will get a personal email account when you arrive. This account is an important link between you as a student and lecturers, administration and other students. Of course you can also use it as your private **email account** while you are a student at Vejlbj. We use Outlook as our mail programme
- Every Thursday there is a **”Thursday Assembly”** in the Dining Hall for all international students during morning coffee break between 9.50-10.15. We will often sing a song, drink coffee and share information. It is a very informal gathering, so everybody is welcome to ask for the microphone

## Danish language courses

We strongly encourage our international students to learn Danish as soon as possible. Therefore we offer language courses on campus on the 1st semester in cooperation with the language centre “LærDansk”. The course consists of 40 lessons (2½ lessons, twice a week) and lasts for 8 weeks. The course is concluded with a language test. The participation is free of charge. You can register for the course on the introduction day in Vejlbj. For more information please visit [laerdansk.dk/aarhus](http://laerdansk.dk/aarhus)

## Leisure facilities

Business Academy Aarhus/Vejlby, the small wood Risskov, the nearby beach and downtown Aarhus all offer a wide range of activities to fill your spare time.

### Campus activities

The Students' council has representatives from all classes and together they plan spare time activities such as sports tournaments, entertainment and concerts. The college helps to finance these events.

Outside class hours the two gyms can be used, e.g. for badminton or volleyball.

On the lawn in front of dormitory 6 there is a beach volley court, and on the parking lot behind the dining hall there is a basketball court.

You will find two TV rooms on campus.

### Students' bar: "Drænrøret" ("The Drainage")

The students' bar is also run by the students' council. The bar is normally open Thursday and Friday evenings, but you are always welcome to relax here. The room is equipped with a projector and screen. Students come here to have a beer, talk to friends, listen to music or play a game of billiards.

### "Spiserøret" ("The oesophagus")

"Spiserøret" is a room for small parties or celebrations and can be used by all students according to a previous arrangement with the students' council. It consists of a small kitchen and a dining room.

### The Risskov area

The Risskov area is in fact a small town in itself. The college is placed in the middle of a residential area and, as already mentioned, the big shopping centre "Veri Center" is only a few hundred metres from the college. The small wood "Risskov" can be used for a walk or for jogging. The nearby beach can be used in summertime as well as during the winter (it is said to be healthy, not only for Vikings).



## **Downtown Aarhus**

What you might miss at Business Academy Aarhus/Vejlby, you will find in downtown Aarhus: Cinemas, theatres, art galleries, museums, bars, cafés, international clubs. For more information, please visit [visitaarhus.com](http://visitaarhus.com).

## **Alcohol and drugs**

For the sake of other students and the entire atmosphere at Business Academy Aarhus/Vejlby, we expect all students to have a moderate consumption of beer, wine and alcohol. If a student gets excessively drunk repeatedly he/she may be expelled. Smoking is not allowed indoors, including the dormitories.

Use of and sale of drugs will lead to immediate dismissal.

## **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](mailto:interculture@baaa.dk).

## **Food**

You can shop in the nearby shopping centre, Veri Centret, and prepare your own meals in the kitchens situated in the dormitories. It is a good idea to bring a good recipe book from your home country. In order to save money it is also a very good idea to get together and take turns cooking for e.g. 4 or more people at the time. In this way you will be able to buy in bulk and save money.

Food can also be bought in the college restaurant at fairly low prices. The restaurant serves

a modern, varied diet comprising salads, vegetables, hot dishes and home-made bread.

Monday till Friday the canteen is open from 9.50–10.15 and from 11.50–12.30. Please contact Ingrid Frandsen in the administration if you are interested in full board.

## Washing

There are washing machines and dryers in the basement of dormitory 4. Laundry cards can be bought at the administration desk at a cost of 104 DKK. Depending on the amount of energy used, the card may be sufficient for 9-10 washes.

## Parking

Students with cars are kindly asked to park as follows:

- Residents of dormitories 1, 3, 4 and 5 between the hedges in front of the entrance to the Auditorium
- Residents of dormitories 6 and 7 between the dormitories and the Laboratory

If you bring a vehicle to Denmark and you take up residence in Denmark for more than one year, the vehicle must be registered within two weeks of arrival. This also means that you will have to pay the Danish “vægtafgift” (tax on motor vehicles according to weight). For more information see: [skat.dk/getFile.aspx?id=57042&newwindow=true](http://skat.dk/getFile.aspx?id=57042&newwindow=true)

## Getting here by bus, bicycle or taxi

To get from the railway station you should catch bus no. 100 and get off at “Veri Centret”. It will take you less than 5 minutes to walk from Veri Centret to our campus. The bus runs every 15 minutes and the bus ride will last 17 minutes. If you already have a train ticket, you shouldn’t pay for the bus ticket. In order to save money you can buy a “klippekort” - a card valid for 10 busrides. What you need is a “klippekort” valid for two zones which will cost you 130 kr. You can buy a “klippekort” in all kiosks.

Bus number 18, 101,120,121,122,123, and 925x (the airport bus) will also take you to Veri Centret.

The easiest way to get around is to go by bike. From the city centre you will have less than 5 kilometers to the campus. You can make part of the ride through the nearby woods,



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19-05-2010  
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Elisa, mekkle

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Risskov, or along the beach. Most roads in Aarhus are organized both for cars and bicycles. It is possible to buy used bicycles at an auction held regularly in Egå, in the northern part of Aarhus. See [hittegoodsauktion.dk](http://hittegoodsauktion.dk) for more information (only in Danish).

Taxis are rather expensive in Denmark. Aarhus Taxa: tel. 8948 4848.

### How to pay

On the 2nd and 3rd semester we will charge you a study fee of approximately 350 DKK. The amount varies depending on the semester and the education. The fee covers IT service, access to various databases and special computer programmes, prints and photocopies worth 100 DKK, and coffee at the Thursday assembly.

Costs of accommodation will be charged monthly by means of a college invoice, which has to be paid by the 10th of the following month. Fees and invoices must be paid timely. Reminders will cost the student an amount of 50 DKK each.

Fees and invoices are payable to the following account:  
Danske Bank, reg. no. 3627, bank account no. 3663 0744 23

Payment in cash or by a Danish credit card is also accepted at the college administration office.

### Post

All students have their private email account. Incoming mail to students living on campus will be delivered on the shelves opposite the library.

Outgoing mail can be sent from the letter box at Tretommervej 34, opposite the main entrance of the college. In Denmark all letterboxes are red. On the letterbox you can see when the mail is collected. Stamps and envelopes can be bought at all post offices and at the reception desk in the administration.

The nearest post office is in the shopping centre, Veri Centret.

***Opening hours:***

Monday to Friday 10.00-18.00, Saturday 10.00–14.00

**Doctors, hospitals and pharmacies**

The closest doctors are:

Mr Allan Axelsen, Vestre Strandallé 56, 8240 Risskov, tel. 8617 7674

Ms Hanne Friis, Dybbølvej 25, 8240 Risskov, tel. 8617 6164

When you register in Denmark, you need to choose a doctor. You should choose a doctor close to where you live or close to campus. Your doctor's name will appear on the yellow health insurance card that you will receive a few weeks after registration.

When you have a health insurance card, consultation is free of charge. Always make a phone call first to make an appointment.

If you need to consult a doctor outside opening hours, call the ***Emergency Medical Service:*** tel. 7011 3131.

***Opening hours:***

Monday to Friday 16.00-8.00, Saturday and Sunday + during public holidays: all day. The doctor will ask for your Danish CPR number.

If you need to consult a ***dentist*** outside opening hours, call tel. 4051 5162. The dental clinic is situated at Brobjergskolen, Frederiks Allé 20, 8000 Aarhus C. You will have to pay in cash.

For ***ambulance emergency assistance*** (also fire & police), dial 112. The call is free of charge.

You can also go to the ***casualty ward*** (skadestuen) at Aarhus Sygehus, Nørrebrogade 44, Building 7, 8000 Aarhus C, tel. 8731 5050. You should always call the casualty ward *before* you go.





## Pharmacies

Vejlby Apotek

Vejlbygade 16A, 8240 Risikov, tel. 8742 9400

Open: Monday to Thursday 9.00–17.30, Friday 9.00–18.00, Saturday 9.00–13.00

Løve Apotek

Store Torv 5, 8000 Aarhus C, tel. 8612 0022

Open: all 24 hours.

You must pay a fee when shopping in this pharmacy outside normal opening hours.

## Rules and regulations

### General house rules

- The resident of the room has the full responsibility for the room during the stay at the college. Damages will be repaired at the resident's expense
- On demand, the room key must be shown as legitimation for rightful stay at the college and its premises
- It is not allowed to hang up posters or other things with ordinary tape, nails etc. Special tape is available at the college office
- Please avoid throwing matches, cigarettes, paper etc. Use the ashtrays and wastepaper baskets
- Front doors should always be closed
- Please always lock the front doors
- For the sake of fellow students and neighbours, please contribute to a calm behaviour on the college premises



## Fire regulations

At arrival, please seek information about escape routes on the various posters.

In case of fire:

- Give fire alert to the fire brigade on tel. 112 (free of charge)
  - Give information about how many persons have been injured, if any
  - Tell the police officer that you are calling from tel. 8617 8933
- Give alarm by pressing the fire alarm button
- Give oral alarm to other persons in the building
- Call the caretaker, Mr Torben Baraviec, on tel. 7228 6433
- Keep the doors closed, but not locked. If you leave the room, close the doors – do not lock
- At fire alarm, leave the room if possible. If corridors and stairs are im-passable due to smoke, stay in your room, keep the door closed but not locked
- Begin fire extinction with available firefighting equipment



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