



BUDGET GUIDE



DTU'S INTROWEEK



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 **Table of Contents**

Introduction	2
Social Media.....	2
The Introduction Week	3
student.dtu.dk.....	3
Study Planner.....	3
DTU Learn.....	3
Library facilities	4
Exams	5
Study Abroad	6
EuroTeQ.....	6
DTU Databases.....	7
Career Center	7
SU Office – EU citizen.....	8
International Student Services	8
Study Guidance.....	9
Apply for Special conditions for your exams.....	9
Apply for Credit transfer	9
Study Administration	10
Special Educational Support SPS	10
Offensive Behavior.....	10

Introduction

Excited to come soon to the Technical University of Denmark? You probably have a lot of questions about how the university works, and that is totally fair. This guide has been created by the **Introduction Week team**, and it is aimed at facilitating this new beginning for you. **We got your back!**

We are excited to have you join our vibrant, international community where innovation, collaboration, and growth thrive. At DTU, you will enjoy a world-class education with hands-on learning, cutting-edge research, and opportunities to tackle real-world challenges.

Beyond academics, DTU offers a lively campus life with diverse clubs, events, and activities to help you make friends and create unforgettable memories. With students and researchers from all over the world, you will build a global network and gain skills to succeed in your field. **We are here to support you every step of the way, welcome to DTU!**

Note from the authors: This is a non-official DTU document. The information presented in this guide has been collected through official DTU sources and the personal experience of the people in the team. **At the time of publication, the information was up to date, but ALWAYS crosscheck with the official information provided by the University's website for the most up to date and correct information.**

Social Media

We understand that starting your Masters or Exchange in a new university can be a bit nerve-wracking, but luckily there is a whole community of Master students who are or have been in the same boat, and they are always happy to connect!

You are more than welcome to join the **Goin'** app to reach out to new students, and to older students that are there to help you. You will get an email about how to set up your profile on your student email.

Additionally, you can follow us on Instagram, where we would be happy to answer any question you may have!

 [Introduction Week Email](#)

 [Introduction Week Instagram](#)

 [International Student Services Email](#)

ω The Introduction Week

We know that you must be stressed about coming to DTU, it's not only a new place, but new people all around. Do not worry about having the chance to meet people, as the week before the new semester starts, we host the **Introduction Week**.

The Introduction Week is an event that lasts 5 days, where you will be assigned to a Buddy Group, composed of new students and led by your Buddy, an older student who will function as your mentor throughout this new adventure!

We strongly encourage you to sign up to the Introduction Week, as it is designed for you to get to know your fellow colleagues, both from and outside your Study Line.

If you are interested in joining the Introduction Week, check [this link](#).

student.dtu.dk

student.dtu.dk is the central portal for all your study and campus related needs. Through this website, you can access your courses and study line groups, study planning tools, exam information, program details, student email, student ID, campus directors and others.

Any information on your studies at DTU, would it be its academic calendar, exam rules, and tools can be found here.

You can access this portal through [this link](#).

Study Planner

The Study Planner is the tool you must use to plan your studies, register and withdraw from courses. You can access a guide on how to use it through [this website](#).

In order to register to courses, you will have to have your whole degree planned out in the Study Planner, but this is not binding, and you are able to change it throughout your degree.

DTU Learn

DTU Learn is the Learning Management System used by DTU for its course delivery. It hosts course materials, assignments, discussion forums, and announcements.

It centralizes all academic content, facilitates seamless access to lectures, resources, and communication with instructors and peers. You can check it out on [this website](#).

For extra convenience, you can download the **Brightspace Pulse app** on your phone, which directs directly to DTU Learn. It allows you to, on your phone or tablet, find:

- Your course materials
- Get notifications about announcements, grades or deadlines.
- Stay on top of assignments and schedules.

Once you install the app, you can search **Technical University of Denmark (DTU)**. Log in with your regular DTU credentials (same ones as DTU Learn). Once connected, all your courses and notifications will appear automatically.



Brightspace Pulse App logo

Library facilities

The DTU Library will become a central hub, and probably second home for many students coming to our university. It spans four floors, it offers a versatile space equipped with a wide range of facilities and services designed to support and enhance student experience and cooperation through your studies. You can find each thing in the following floors:

Underground Floor (-1)

Here you can find some (unexpected) cool features. There is a Virtual Reality room, a large TV for gaming or watching content, and you can even rent games to play them. You can find 3D printers (free to be used by the students). There is a podcast studio too. There are 2 A0 poster prints available for students.

Ground Floor (0)

Here you can find the **Library Services Desk**, where you can rent noise-reduction headsets or purchase binding materials for your work or notes.

First Floor (1)

You can find plenty of places to sit, large screens that you can connect to your laptop, and bookable booths that are accessible through the [library's online booking system](#).

Second Floor (2)

Provides more seating area, booths and rooms for group study. Additionally, it includes a quiet reading area with 50 secluded workspaces, which is the only place that is actually quiet at the library.

Additionally, there are several services that the Library provides to their students, such as:

Printing services

Color and black-and-white printing is available throughout all the library. You can activate your DTU card at a printer on the first use, and then automatically log in with in each time after. Printing in Black and White is free of charge. Color printing can be done for a small fee. For a guide to use the printers, check [this website](#).

Digital resources

As a student you have access to the digital library [DTU Findit](#) with millions of scientific articles and e-books - anytime, anywhere with your DTU login. With our online library service DTU Findit you search across all the electronic journals and e-books covered by DTU licence and all the DTU Library books in print.

Articles which are not online available directly because they are not covered by our licenses can be requested against payment. For DTU students the cost is DKK 50 per article, and you pay directly via DTU Findit with card.

Exams

You might be worried about your exams and how do they work, but no worries! You will be able to find all necessary information in [this webpage](#).

Register/Withdraw for/from exams:

If you don't see an exam you should be registered for, you can register for it [here](#). You can also withdraw from exams or view/register for re-exams through the same link.

Exam dates:

Confused when will an exam take place? No worries, we have been there too. When you check your course on the study planner, you will find a description about the exams in the following fashion:

Duration of Course	13 weeks
Date of examination	F1B

Here, F1B refers to the date slot in which your exam will take place. To check the dates of the exams (and meaning of F1B, etc) click [here](#). Be aware that, specially if its an oral exam, the teacher might propose several dates and not only the one listen in the Study Planner.

Digital exams:

DTU has almost exclusively digital exams, which might be surprising and confusing for many new students. [Eksamen.dtu.dk](#) is the platform you will use for your written exams.

9

When you log in, you can see your registered exams, and shortly before the exam begins, a **Start** button will appear. The exam supervisor at your location will provide you with the access code to begin. At the end of the exam, you submit your answers and will see the status “Assessment in progress – hand-in submitted.” A submission receipt will then be sent to your student email.

Failed exams:

In case you fail an exam (which we hope not 😊), take a look [here](#).

Study Abroad

An exchange stay is the natural choice if you wish to study abroad for 1-2 semesters as part of your DTU degree. With more than 100 international partner universities spread across the globe, there are many interesting universities to choose from, some among the best universities in the world!

Most students apply for one semester (30 ECTS points) abroad as an integrated part of their study program. However, it is possible to apply for an entire academic year on exchange if it suits your study program. Nevertheless, you must do so in two rounds, and its uncommon as you might not have the necessary ECTS availability.

To apply and check all of the options DTU offers, check [Beyond Borders](#).

There is also the option to go on a summer school abroad, if you want to go for a shorter period. This way, you only need 5 or 10 ECTS available.

If you would like more information on studying abroad, please visit [their website](#).

EuroTeQ

EuroTeq is a collaboration of leading European universities and schools. Its vision is to develop engineering education of the future and provide students, not only with in-depth technical knowledge, but also with an extended educational horizon, an entrepreneurial mindset, and a holistic perspective that can help solve global societal challenges.

As an EuroTeQ student, you can take special courses offered by partner universities. Most of these are online, making it easy to join from anywhere. The courses are designed to reflect the high standards of the partner universities, their focus on interdisciplinary learning, and their innovative teaching methods. The course selection will keep expanding, creating new opportunities for EuroTeQ students. Among the partner universities, you can find:

- Eindhoven University of Technology (TU/e)
- Institut Polytechnique de Paris (L’X)

- 
- Technical University of Munich (TUM)
 - Tallin University of Technology (TalTech)
 - Czech Technical University in Prague (CTU)
 - HEC Paris (HEC)
 - IESE Business School
 - University of Navarra (IESE)
 - École Polytechnique Fédérale de Lausanne (EPFL)
 - Israel Institute of Technology (Technion)

To find all of the course catalogue, please visit [this website](#).

DTU Databases

DTU FindIt:

Valuable tool for research and studies. This database allows you to search for, read, and download academic articles, research papers and books that can support your coursework and projects.

DTU Orbit:

Official research database of DTU, which is a key resource for exploring the work of DTU researchers, professors and their academic contributions. It offers an overview of research output, including publications contributed by DTU employees. In addition, DTU Orbit allows you to cross-search publications, research projects, activities, awards, press/media mentions, department profiles, and staff profiles.

DTU Course Base:

Collection of DTU's course descriptions. Each course is based on the same template.

Career Center

The main objective of the DTU Career Centre is to help you get a good start on your career path. They work persistently to build a bridge between DTU students and companies, and to help you land a student job, internship, and even your first full-time position!

They offer following services, such as:

CV and Cover Letter Feedback

You can get CV and Cover Letter feedback and receive guidance on how to improve it for the Danish labor market.

Career-related workshops and networking events with companies



They provide you with tools to optimize your job search by joining workshops and webinars on topics such as writing targeted CVs, preparing for job interviews, applying for student jobs, and more. They can help you network with Danish companies eager to meet and inspire DTU students at tech talks, career nights and DTU's CareerWeek.

Job-seeking material and online courses.

We encourage you to join the online course "Engineer your career" in DTU Learn. Here you can find online crash courses on how to write targeted CVs and cover letters, build a compelling LinkedIn profile, and prepare for job interviews.

Job postings in DTU Career Hub.

You can find available student jobs and full-time positions in DTU Career Hub, a job site aimed at DTU students and alumni within the first couple of years after graduation. You can also find internships as well as projects and thesis collaborations with companies or research groups.

Find more information about the Career Center in [this website](#).

SU Office – EU citizen

As a student, you can find general information about the SU (State Educational Grant and Loan Scheme), youth cards, and other sorts of welfare benefits on [this website](#).

You are always welcome to contact them on:

- Phone: +4545257246 (Monday and Wednesday, 9 am to 10 am)
- Email: su@adm.dtu.dk

You can also visit in person:

- Lyngby Campus: Find their office in the Administration in Building 101A. They are open on Wednesday from 12 pm to 2 pm.
- Ballerup Campus: Find their office in Room D1.01. They are open on Monday from 12 pm to 2 pm.

The SU office is closed on public holidays, during fall breaks, Christmas, Easter, June 5th, and the day after Ascension Day.

International Student Services

The International Student Services is the ultimate place to get all the guidance for your experience at DTU. Whether you are exploring exchange opportunities or navigating life as a newcomer to Denmark and DTU, they got you covered. From practical support with administrative tasks to helping you embrace Danish culture, ISS is here to ensure you

6

feel welcome, confident and ready to thrive in your new environment. They are also responsible for this amazing guide and make the Introduction Week!

You are always welcome to contact them on:

- Phone: +4545251023 (Mondays, Wednesdays and Fridays from 9 am to 11 am)
- Email: international@adm.dtu.dk

You can also visit in person:

- Lyngby Campus: Find their office in the Administration in Building 101. They are open on Mondays, Wednesdays and Fridays from 12 pm to 2 pm.

You can find more information about them in [this website](#).

Study Guidance

DTU's Study Guidance Office can help you with everything related to the study programmes, including course planning, credit transfer applications, exemption applications, and finding your way around DTU's rules and regulations. Most of the study advisors are current students at DTU.

You are always welcome to contact them on:

- Phone: +4545251199 (Mondays, Wednesdays and Fridays from 9 am to 11 am)
- Email: studvej@adm.dtu.dk

You can also visit in person:

- Lyngby Campus: Find their office in the Administration in Building 101. They are open on Mondays, Wednesdays and Fridays from 12 pm to 2 pm.

Apply for Special conditions for your exams

You might be granted extra time, special aids or other special conditions for your exams at DTU. This is relevant for you if, for example, you have a physical disability, a mental diagnosis, or dyslexia. Read more about it [here](#).

Apply for Credit transfer

If you have previously passed courses at the same level as the program you will be studying at DTU, you can get credit transfer. Read more about pre-commencement credit transfer and how to apply. Read more about it [here](#).

During your education at DTU, you can get credit for courses you take at other higher education institutions either in Denmark, or abroad. [Here](#) you can get an overview of which courses are eligible for credit transfer and how to apply for it.

10 Study Administration

There is one Study Administration at DTU. The Study Administration has offices at both Lyngby Campus (B101) and Ballerup Campus. As a rule, you should contact the office where you have your primary campus.

The Study Administration handles a wide range of administrative tasks related to your entire study program.

Here you can get help with:

- registration in connection with teaching, exams, leave of absence, withdrawal from studies, etc.
- student card: Loss of card, ordering a new one, etc.
- stamping and signing transcripts and confirmations of studies
- registration of grades
- questions about reported projects
- questions about deadlines and credit when you have changed the field of studies
- questions on deadlines and credit transfer when you have been readmitted to your studies
- registration of transitional semester to the Master's programme

Special Educational Support SPS

As a student at DTU, you can receive Special Educational Support (SPS) if you have a permanent and documented disability. The purpose of the support is to compensate for your disability, so that you can study on equal terms with your fellow students as far as possible.

Find more information [here](#).

Offensive Behavior

DTU is committed to maintaining a responsible study and work environment that promotes well-being and openness. DTU expects that all behavior, both academic and social, takes place through a respectful and constructive approach to the DTU community. All collaborative relationships at DTU are therefore based on equality and mutual respect among employees, guests, managers, and students. Everyone at DTU is expected to actively help prevent offensive behavior from occurring. Offensive behavior must always be assessed and addressed in light of the specific situation. In any report, DTU will consider the perspective(s) of the person(s) affected.

You can read more [here](#).