Study start pamphlet and programme for Introduction Days week 35
Students at MSc in Political Science

Study start, September 2018

rev. June 2018
Welcome to Department of Political Science

Now you have been accepted to the MSc in Political Science and study start is just around the corner. All classes begin in week 36.

In order to give you the best possible study start we have put together this study start pamphlet. It contains 4 sections:

Section 1: Your introduction days in week 35 ................................................................. 3
Section 2: Need-to-know information before you register for courses.............................. 7
Section 3: How you register for courses ........................................................................... 13
Section 4: Nice-to-know information for study starters at UCPH .................................... 17

Once again, welcome to the department and we wish you the best study start.

Best Regards

The Department of Political Science
Faculty of Social Sciences
University of Copenhagen
Hi student at the MSc in Political Science

The introduction days are made for you. We have planned a fun and informative 3-day programme, which you, of course, have to participate in.

The programme is made specifically for you as a new MSc student and you will:
- Get to know your fellow students
- Meet the academic staff at the department
- Get an opportunity to plan your dream study
- Find out how the MSc can be put to use after you have finished studying
- Get to know campus (e.g., where to buy books, find cheap coffee or study peacefully)

During the introduction days we will serve coffee/tea and snacks but you have to pay for food and drinks yourself.

We look forward to meet you 😊

Best regards the MSc Intro Group
The Student Advisory Service and the Intro-guides (current students)

**PS: Some practical information on the introduction days**

**Registration:** You have to register for the introduction days. Please fill in this short questionnaire: [https://www.survey-xact.dk/LinkCollector?key=3EWANR4UC59N](https://www.survey-xact.dk/LinkCollector?key=3EWANR4UC59N)

**Expected costs:** If you wish to buy food in the canteen, please bring 50 DKKR for each day. Other than that, the introduction days are free.

**Date:** August 29 – August 31, 2018 (but it is possible to only register for one or two of the days)

**Place:** Faculty of Social Sciences, Øster Farimagsgade 5, 1353 Copenhagen K

The easiest way to find your way to campus and on campus is by using the UCPH Map: [http://socialsciences.ku.dk/campusmap/](http://socialsciences.ku.dk/campusmap/)

UCPH Map can not only show the route from A to B on campus. It can also show you routes from an external location to a location on campus:

1) Press the 📍 in the right hand side of the map
2) Choose “To/from campus area”
3) Type in where you are coming from
4) Type in “CSS 35-0-12”
5) Choose whether you are walking, biking, driving or using public transportation
6) Press “Enter”
# Programme for the introduction days

## Programme for Wednesday 29th of August

We will be in room 1.1.18 the entire day

<table>
<thead>
<tr>
<th>Time</th>
<th>Programme for everyone</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00 - 09.30</td>
<td>Arrival: We will serve coffee and tea</td>
</tr>
</tbody>
</table>
| 09.30 - 10.00| Welcome to the department and the introduction days by  
- Head of Department Mikkel Vedby Rasmussen  
- Head of Study Anders Berg-Sørensen  
- The Student Advisory Service                                                                 |
| 10.00 - 12.30| Get to know each other and campus walk                                                                                                               |
| 12.30 - 13.30| Lunch in the canteen (Please bring approximately 50 Danish kr. or your own lunch)                                                                  |
| 13.30 - 14.30| Introduction to the library and study facilities at the department                                                                               |
| 14.30 - 17.00| Surprise activities arranged by intro-guides (current students)                                                                                      |

Thank you for today – see you tomorrow at 9.00

*PS: If you are up for it we’ll eat together after the official programme ends*
# Programme for Thursday 30th of August

We will be in room 35.3.12 the entire day

<table>
<thead>
<tr>
<th>Time</th>
<th>Programme for everyone</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00 - 09.30</td>
<td>Arrival: We will serve coffee and tea</td>
</tr>
</tbody>
</table>
| 09.30 - 10.30 | Meet the academic staff and fellow students at one of the core subject tracks and learn more about the content and structure of the track:  
  - Foreign Policy: Anders Wivel  
  - International Political Economy: Ben Rosamond  
  - International Relations and Conflict Resolution: Isabel Bramsen  
  - Political Theory: Christian Rostbøll  
  - European Politics: Wiebke Marie Junk  
  - Political Behavior (only in Danish): To be announced  
  - Organization and Management (only in Danish): Caroline Howard Grøn |
| 11.00 - 12.00 | The social environment at CSS (campus)                                                 |
| 12.00 - 13.00 | Lunch in the canteen (Please bring approximately 50 Danish kr. or your own lunch)      |
| 13.00 - 15.00 | Workshop with the Student Advisory Service: Plan your dream study                      |
| 15.30 - 16.30 | Alumni talks: Meet former students and hear about their work as Cand.Scient.Pol.’s     |
| 16.30         | Thank you for today – see you tomorrow at 9.00 or 9.30 for the Faculty Introduction Day |
Programme for Friday 31st of August

There is a different programme for Danish and non-Danish student from 9.00 – 12.00. We will meet up afterwards and spent the afternoon together in the same room as yesterday (room 35.3.12).

<table>
<thead>
<tr>
<th>Time</th>
<th>Non-Danish students (room 35.01.05)</th>
<th>Danish students (room 35.01.06)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00 – 09.30</td>
<td>Arrival: Coffee and croissant</td>
<td></td>
</tr>
<tr>
<td>09.30 - 10.00</td>
<td>Welcome to the Faculty of Social Sciences by Associate Dean for Education Andreas de Neergaard</td>
<td>Arrival: Coffee and croissant</td>
</tr>
<tr>
<td>10.00 - 10.30</td>
<td>Presentation on Denmark and Danish Culture by Culture Act</td>
<td>Welcome to the Faculty of Social Sciences by Associate Dean for Education Andreas de Neergaard</td>
</tr>
<tr>
<td>10.30 - 11.00</td>
<td>IT and Library Introduction</td>
<td>Project and Career Advisory Service by Maibritt Jensen</td>
</tr>
<tr>
<td>11.00 - 11.30</td>
<td>Presentation on Danish Study Culture by Anders Berg-Sørensen, Head of Studies at the Department of Political Science</td>
<td>IT and Library Introduction</td>
</tr>
<tr>
<td>11.30 - 12.30</td>
<td>All students (room: 35.0.12): Bazar: Come and meet different units at UCPH for students (Housing Foundation, SymfUni, CIP, USG, Academic Books, “Studenterhuset”)</td>
<td></td>
</tr>
<tr>
<td>12.30 - 13.30</td>
<td>Lunch in the canteen (Please bring approximately 50 Danish kr. for lunch in the canteen)</td>
<td></td>
</tr>
<tr>
<td>13.30 – 17.00</td>
<td>Surprise activities arranged by intro guides (current students)</td>
<td></td>
</tr>
</tbody>
</table>

*PS: If you are up for it we’ll eat together after the official programme ends*
Section 2: Need-to-know information before you register for courses

In order to get the best study start and the best first semester at your MSc, you need to read these need-to-know informations:

- Your MSc in Political Science
- Possibilities at your MSc
- The core subject tracks
- Courses and what to be aware of before registering for courses

Your MSc in Political Science

As a student at the MSc in Political Science you have the opportunity to design a lot of the programme yourself. There are, of course, some rules for how you can design it but as long as you follow these rules you have a lot of possibilities.

Students most often take 30 ECTS per semester as this corresponds to being a full-time student.

When designing your programme you have to be aware of the following rules and limitations:

- The MSc in Political Science is prescribed as two years of full-time studying (120 ECTS credits). Not more and not less.
- The core subject area is political science. You can choose to take up to 30 ECTS within the area of social sciences outside of the department.
- It is mandatory to take the course „Public Law“ (7,5 ECTS) for non-Danish-speaking students and “Offentlig Ret” (7,5 ECTS) for Danish-speaking students.
- It is also mandatory to take a core subject track of total 22.5 ECTS consisting of two courses. Both courses must be taken at the same semester.

Your overall programme looks like this:

<table>
<thead>
<tr>
<th>1st semester</th>
<th>Core subject 1 (15 ECTS)</th>
<th>Core subject 2 (7,5 ECTS)</th>
<th>Public Law / Offentlig Ret (7,5 ECTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd semester</td>
<td>Elective (7,5 ECTS)</td>
<td>Elective (7,5 ECTS)</td>
<td>Elective (7,5 ECTS)</td>
</tr>
<tr>
<td>3rd semester</td>
<td>Elective (7,5 ECTS)</td>
<td>Elective (7,5 ECTS)</td>
<td>Elective (7,5 ECTS)</td>
</tr>
<tr>
<td>4th semester</td>
<td></td>
<td></td>
<td>Master Thesis (30 ECTS)</td>
</tr>
</tbody>
</table>
Possibilities at your MSc
As a student at the MSc in Political Science you can choose among different possibilities when designing your programme:

- Courses at Department of Political Science. All courses are 7.5 ECTS or 15 ECTS
- Academic Internship for 15 or 30 ECTS
- 60 ECTS of courses can be taken outside of the department. Such as
  - at another Danish university
  - as an exchange student outside of Denmark

You can read more about the rules regarding above-mentioned possibilities in the curriculum of the MSc in Political Science. You can find the curriculum at:
http://polsci.ku.dk/uddannelser/studienaevnet/studieordninger/

If you wish to do an exchange, courses outside of the department or an academic internship, you have to start planning at least one semester before you wish to do one of these things since you have to apply for a pre-approval for all activities outside of the department.

The Student Advisory Service holds a lot of presentations on the different subjects during your study time. We will inform you on the different presentations through study messages.

Core subject tracks
It is mandatory to take a core subject track as a student on the master’s programme in Political Science. A core subject track consists of a total of 22.5 ECTS made up of two compulsory courses, one worth 15 ECTS and one worth 7.5 ECTS.

It is not possible only to register for one of the courses at a core subject track since the two courses are organized to fit together academically.

For the Autumn semester, there are still seats available on these 4 different core subject tracks:

- Political Theory: https://pt.polsci.ku.dk/specialization/
- European Politics: https://polsci.ku.dk/uddannelser/kandidat/european_politics/
- Foreign Policy: https://polsci.ku.dk/uddannelser/kandidat/foreign_policy/
- International Political Economy: https://polsci.ku.dk/uddannelser/kandidat/international_political_economy/

The core subject tracks are offered mainly on the Autumn semesters. For instance, no core subject tracks will be offered on the Spring semester 2019. However, for the Autumn semester 2019 the department will offer at least 7 different core subject tracks. It has not been decided yet which core subject tracks these will be. You can always contact the Student Advisory Service and get information on the newest development.
If your academic field of interest is in a different field than the four core subject tracks for the Autumn semester 2018, you can choose to postpone your core subject track to the Autumn semester 2019. And then you have the opportunity to register for some elective courses offered by the department within your academic field of interest for the upcoming semester.

Public Law
The course Public Law (7,5 ECTS) is mandatory to pass for everyone studying at the MSc in Political Science.

The Study Administration will register you for the Public Law for the Autumn semester 2018.

If you have planned not to take any courses at the Autumn semester 2018 at the department or if you wish to postpone Public Law to another semester, you have to deregister yourself. This is done in the same period and through the same process as when you register for courses.

Public Law will next time be offered in the Autumn semester 2019. Therefore, if you deregister from Public Law, please make sure to plan your study so you can take the course at the Autumn semester 2019.

Exemptions
If you believe you have passed a course at your bachelor programme equivalent to Public Law, please contact the Student Advisory Service.

Courses
You can find the course catalogue for each semester at: [https://kurser.ku.dk/](https://kurser.ku.dk/)

The course catalogue for Spring semester is available from November 1, and the course catalogue for Autumn semester is available from May 1.

When looking for courses it is a good idea to use the filters, for example choose Department of Political Science under “department”, 2018/2019 under “volume” and Autumn under “block”.

You can register for all available courses offered by the Department of Political Science a part from them which are compulsory courses at the MSc in Security Risk Management.
What to be aware of when choosing courses?
As a student at the MSc in Political Science it is your own responsibility to apply for courses and make sure that the courses do not overlap in time.

Therefore, when choosing courses it is a good idea to be aware of the following:
1) When is the course taught during the semester?
2) What is the exam form?

When is the course taught in the semester?
Courses run through the entire semester and they will be marked with the category ‘spring’ or ‘fall’:

- The Fall semester runs from week 36 – 50 (Except Autumn break in week 42).
  - Exam period from week 49 - 5
- The Spring semester runs from week 6 – 21 (Except Easter break)
  - Exam period from week 20 – 26

As an exemption you might find courses with an intensive work load for only half of the semester – either the first 7 weeks or the last 7 weeks of the semester. Intensive courses in the first half of the semester are marked bloc 1 in fall semesters and 3 in spring semester. Intensive courses in the second half of the semester are marked bloc 2 in fall semesters and 4 in spring semester.

By being aware of this you can ensure that you will not be enrolled in 4 courses that are all taught in bloc 1 as this might be a bit too much.
You can see when the course is taught during the week by choosing the course and then clicking on the link in the right hand side under the heading ‘timetable’. This way you can also ensure that the courses you choose are not taught at the same time.

Example:

**What is the exam form?**

Once you have been signed up for courses you will automatically be registered for the ordinary exam.

It is important to be aware of the exam form when choosing a course since the same exam form most often have exam in the same period of the overall-exam period.

For courses there are three different types of examination forms:

- Free written assignments
- Oral exam with synopsis
- 3-day take home assignment
- Portfolio exam
All exams are graded with the 7-point grading scale. For all exams there are formal requirements which you have to comply with. For instance, the exam paper cannot exceed the specified length in the curriculum.

Below we will give a brief explanation of the different exam forms. For more information please have a look in the curriculum.

**Free written assignments**
You can choose to write your assignment/paper individually or in a group of 2 or 3 students. If you work in a group, it is a requirement that you clearly state who has written which parts in order for the lecturer to give you individual grades.

**Oral exam with synopsis**
The oral examination takes its point of departure in a small piece of written work - a synopsis – that you submit a while before the examination. The synopsis is a springboard for the discussion during the exam. You will solely be graded on your oral performance and not your synopsis.

The synopsis can be written individually or in a group of 2 or 3 students. However, at the oral exam you will be examined individually and the rest of your group cannot be present during the examination.

**3-day take home assignment**
For a 3-day take home assignment the lecturer have made a problem statement and you have to answer it by using the syllabus for the course.

You can choose to write your assignment individually or in a group of 2 or 3 students. If you work in a group, it is a requirement that you clearly state who has written which parts in order for the lecturer to give you individual grades.

**Portfolio exam**
The portfolio exam consists of two compulsory papers which are handed in during the semester. Based on these two papers you will receive one total exam grade.

You can choose to write the papers individually or in a group of 2 or 3 students. If you work in a group, it is a requirement that you clearly state who has written which parts in order for the lecturer to give you individual grades.
Section 3: How you register for courses

Now it is time for you to register for courses. You can only register in very specific time periods and you have to register digitally through Self Service at www.kunet.dk.

You can register for courses through Self Service for the Autumn semester in the extraordinary course registration period from August 1 to August 7, 2018.

We recommend you to register in this period since it is made specifically for students starting 1st of September to give you a chance to register before the rest of the students at the department can change in their course registrations.

NB: This registration period is ONLY for students who could not register from the 15th of May to the 1st of June.

Log on to www.kunet.dk and choose: Self Service >> Enrolment, courses and exams >> Courses >> Register.
After you have chosen "register" two drop-down menus will appear with the courses you can choose from. There are 2 different registration forms, one where you can register for core subject tracks and one where you can register for electives.

**Drop-down menu with core subject tracks**
If you wish to take a core subject track at the Autumn semester, you have to register through Self Service.

When registering for a core subject track in Self Service you only have to register for the overall core subject track and not the two compulsory courses independently. In Self Service it is stated when registering for a core subject track that it is worth “0 ECTS”. This is, however, not the case. A core subject track is of course worth 22.5 ECTS.

There are limited seats at each core subject track. It is therefore recommended that you register for a 1st and a 2nd priority.

The core subject tracks are established with minimum 15 and maximum 40 students. If a core subject track has more than 40 students, an attempt is made to duplicate the same core subject track. If there are insufficient resources for duplication, the students are alternatively assigned a place in a core subject track by drawing lots.

**Drop-down menu with elective courses:**
You can register for all electives at the Department of Political Science where there are still seats available. The number of electives you mark as priority 1 defines the amount of ECTS you wish to take as electives during that specific semester.

If you want to take one elective during the Autumn semester, you have to state one elective as your first priority. Since there are limited seats at each elective we recommend that you remember to state your 2nd - 5th priority as you cannot expect to be admitted to your first priority.

The elective courses will be established with minimum 20 and maximum 45 students. If more than 45 students are registered, the students will be admitted on the basis of how many ECTS they have passed when the course registration period ends. Students who have passed most ECTS will get admitted first.
Examples:

Example 1: You wish to register for a core subject track (22.5 ECTS) and take the course Public Law (7.5 ECTS) making it 30 ECTS in total.

- You choose the drop-down menu with core subject tracks and mark your first priority with the number “1” and your second priority with the number “2”.
- You have already been registered for Public Law and, therefore, you do not need to register for it.

Example 2: You wish to register for a core subject track (22.5 ECTS) and one elective (7.5 ECTS) which is not Public Law making it 30 ECTS in total.

- You choose the drop-down menu with core subject tracks and mark your first priority with the number “1” and your second priority with the number “2”.
- Afterwards, you choose the drop-down menu with the elective courses and you mark your first priority with the number “1”, your second priority with the number “2”, your third priority with the number “3” and so on.
- Afterwards, you choose “cancel” and mark Public Law.

Example 3: You wish to register for 4 electives of 7.5 ECTS, which is not Public Law (30 ECTS in total).

- You choose the drop-down menu with the elective courses and you mark four electives of 7.5 ECTS as your first priority with the number “1”. Afterwards you mark your second priority with the number “2”, your third priority with the number “3” and so on.
- Afterwards, you choose “cancel” and mark Public Law.

Example 4: You wish to register for 30 ECTS in total of electives, one course worth 15 ECTS and two courses worth 7.5 ECTS, which is not Public Law.

- You choose the drop-down menu with the elective courses and you mark two electives of 7.5 ECTS and one elective of 15 ECTS as your first priority with the number “1”. Afterwards you mark your second priority with the number “2”, your third priority with the number “3” and so on.
- Afterwards, you choose “cancel” and mark Public Law.

The post-registration period
You can change your course registrations in the post-registration period from the 14th of August to the 30th of August.

After August 30, 2018, you will be bound to your courses and it is not possible to change them unless you apply for an exemption due to exceptional circumstances (e.g. such as sickness). Therefore, do not apply for more courses than you wish to take.
In the post-registration period seats at both the core subject tracks and the electives are distributed as first come, first served. Therefore, you cannot mark any priorities in this period.

**If I can’t sign up for courses through KUnet, what can I do?**

First, it is a good idea to check the guide for problems when logging on KUnet: [http://it.ku.dk/english/students/ucph_username/login_problems/](http://it.ku.dk/english/students/ucph_username/login_problems/)

If you still have problems with entering KUnet you can write an email regarding your log-on problems to: it-service@adm.ku.dk

**If you still experience problems, contact the Student Advisory Service at studieveljal@ifs.ku.dk**

In the email you should write:

- What problems you experience
- How many ECTS you would like to take during the Autumn semester 2018
- Which courses you would like to follow (please write a prioritized list of twice as many courses as you wish to follow).

It is important that you send this email before the course registration periods ends.
Section 4: Nice-to-know information for study starters at UCPH

As a new student at a new university you probably have a lot of different questions. We have collected some of the frequently asked questions and putted them in this nice-to-know section. For instance, you read about:

- Exams, exam language, syllabus/litterature list, plagiarism and the Danish Grading system
- Your Student Advisory Service
- Library Services
- IT facilities
- The most important webpages
- Housing, “SU”, living in CPH and job
- CPR nr. and change of address
- UCPH Map

Exams
In this section we will briefly explain some of the pitfalls for non-Danish students regarding the exam.

Overall, it is your own responsibility to:

- Make sure you are registered for the correct exam and be aware of the exam dates.
- Make sure your exam paper meet the formal requirements (length, language, literature list etc.) You can find the formal requirements in the curriculum.
- Avoid plagiarism by always quoting whenever you use something you haven’t written yourself or you have written yourself in a different paper.

Exam registration and exam dates
You can find the exams you are registered for by logging on to www.kunet.dk and choosing: Self Service >> Enrolment, courses and exams >> Exams >> View registrations and cancellations.

Once you have been signed up for courses you will automatically be registered for the ordinary exam and thereby your first exam attempt. If you have trouble taking the exam or if you do not pass the ordinary exam it is a good idea to talk to the Student Advisory Service about your possibilities.

It is your own responsibility to be aware of the exam dates and hand in your paper before the deadline ends. It is not possible to hand in the paper after the deadline ends unless you have exceptional circumstances.

You hand in the paper digitally and it is not possible to hand in the paper directly to the lecturer.

You can find the exam dates in the exam schedule at: https://intranet.ku.dk/politicalscience_ma/examination/Pages/default.aspx

Exam language
The language of the examination paper always follows the language at the course.

In the present academic environment perfect English cannot be required of the many non-native speakers who use the language. Instead a kind of effective “international English” has developed. In this version, grammar and word usage are sufficiently correct for a text to be readable without being subtle or sophisticated. You should aim for that.

**Syllabus and literature list**
Syllabus is the list of books / articles compiled by your lecturer, which he/she expect you to have read for the classes. Usually you get it from the lecturer when the course starts or you can download it from the course’s website at Absalon.

Literature list (bibliography) is placed at the end of the paper / synopsis and consists of a list of all the sources you have refered to and/or quoted. It doesn't have to be identical with your syllabus.

At the end of your written work you should always have a list of literature stating all the books you have referred to when writing. You can have a look in the pamphlet made by the Student Advisory Service on formal requirements for written papers at:
https://intranet.ku.dk/politicalscience_ma/examination/Pages/default.aspx

**Plagiarism**
Plagiarising is taking credit for someone else's work or work you have done before. It can take different forms:

- Self-plagiarism (copying your own previous work)
- "Borrowing" from a fellow student
- "Borrowing" from other articles, scientists etc.

The most severe form of plagiarising is copying someone else's text into your paper, not saying where you took it from and hence implying that you wrote the statement yourself. This text may come from a book, from another student’s written work, or even from your own previously successful exam papers.

A less severe form is referring to other people's theories without crediting them. This is a form of cheating that is especially common amongst the international students who are not familiar with making references.

Plagiarism is monitored electronically when you upload your paper. Your paper is compared to all online text materials. This applies both for semester papers and exams.

The consequences of plagiarism it firstly that your paper or exam will be invalid. Secondly, you are at risk at getting expelled for ½ a year. If you do plagiarism twice the sanction will be that you are not allowed to finish your degree at Department of Political Science.

You can read more about the procedure when exam cheating is expected her:
https://socialsciences.ku.dk/faculty/quality-assurance/assessment-of-students/rules/
Hence, avoid doing plagiarism by always quoting whenever you use something you haven’t written yourself or you have written in a different paper yourself.

The Danish Grading System
You will be graded according to the Danish grading system the “7-point grading scale (12-10-7-4-02-00--3). At least the grade “02” is needed to pass your exam. The grade-average is calculated simply by adding the received grades and dividing this figure with the number of courses taken.

An occasional alternative to the 12-scale is the simple evaluation ‘pass or fail’.

<table>
<thead>
<tr>
<th>Pass</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
<td>The exceptional performance, that demonstrates a fulfilment of the objective of the course with no or only a few flaws</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>The excellent performance that demonstrates an extensive fulfilment of the objective of the course with a few minor but important flaws</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>The good performance that demonstrates fulfilment of the objective of the course but with some deficiencies</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>The mediocre performance that demonstrates a lesser degree of fulfilment of the objective of the course with a lot of important deficiencies</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>The just acceptable performance, that demonstrates the minimum acceptable degree of fulfilment of the objectives of the course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fail</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td></td>
<td>The unsatisfactory performance</td>
</tr>
<tr>
<td>-3</td>
<td></td>
<td>The completely unacceptable performance</td>
</tr>
</tbody>
</table>
Your Student Advisory Service
Your Student Advisory Service can help you in relation to your studies whether it concerns formal requirements, practical information, personal or social issues.

The Student Advisory Service is a good place to start if you have a question regarding your studies. If we cannot answer your question we know who can.

We are 5 people working at the Student Advisory Service and we are or have been studying at Department of Political Science. This gives us a direct insight in the student environment and the challenges all student faces.

We are bound to confidentiality. However, we are required to hand on information about criminal actions and exam cheating such as plagiarism in semester papers and exams.

Don't hesitate to contact us:
If you have an urgent question we are reachable on the phone.

If you wish to talk face-to-face with a student advisor, please book an appointment. One appointment is of 25 minutes time.

We do also give advice and answer questions via email and we will of course get back to you as soon as possible. In our busy periods, it might take us 10 working days to get back to you.

You can find all our contact information and opening hours at:  
https://politicalscience.ku.dk/study/studentadvisoryservice/

We look forward to meet you
Your Student Advisory Service
Katrine, Steffen, Louise, Mette and Anemarie
Library services
As a student at the MSc in Political Science there is a number of different ways of getting new knowledge.

New library users
Fill in an electronic registration form: https://user.kb.dk/user/create?&locale=en_US
Once you are registered you may order books, get access to e-ressources, etc.
Bring your social security card (“the yellow card”) + your student ID-card for checking out books.

The Library search database “REX"
www.kb.dk/rex:
Search catalogue for all materials (books-journals-databases..)
Sign in – get remote access to e-ressources
Get shortcuts to e-articles and books in full text - just sign in to REX and search for Google Scholar. Then start your literature search.

The Faculty Library of Social Sciences offers you e.g.
- Almost 300 study desks - reading rooms, study cells, group rooms, lounge seats, IT-free zones…
- Course literature in separate collections
- Day-to-day delivery of books from Copenhagen University Libraries + The Royal Library
- Remote access to databases, electronic books and journals
- Loans from other libraries
- Wireless network, IT-facilities and support
- Lockers
- Opening hours Monday-Friday 8-22; Saturday-Sunday 10-16
- Courses, guides and e-learning

The CSS Study library offers you e.g.
- Reading rooms, group rooms, lounge areas
- Course literature
- Access to electronic resources available at Copenhagen University
- Lockers, dictaphones
- IT-facilities

Useful links about library services
- The Faculty Library of Social Sciences: https://kub.kb.dk/socialsciences/welcome
- The Libguide for Political Science: http://kubis.kb.dk/friendly.php?s=politicalscience
- Information about Copenhagen University library services: http://culis.ku.dk/
- General questions contact us: http://kontaktbiblioteket.kb.dk/
- Cultural events: http://www.kb.dk/da/dia/studentsonly/om/about_english.html
- Order books from other libraries: www.bibliotek.dk
**IT-facilities**
All students at the CSS campus have access (using your KU-ID-card and PIN code) to IT-facilities incl. computers 24 hours a day, 7 days a week in the basement of building 2 (2.01.14 + 2.01.16 + 2.01.22 + 2.01.28).

IT-advisor: Building 2.01.02, open 8-17
E-mail: brugerrumsvagt@stud.ibt.ku.dk
Phone: 35 32 32 46

**Wireless internet**
Almost all over Campus wireless internet is installed and in the study rooms it is possible to connect to the internet using a regular connection. Contact the IT-advisor (Building 2.01.02, open 8-17) if you have problems with the connection.

**Printing & photo copying**
To print or copy, you need to have money on your account.
You can insert money, either by using VISA or the Danish credit card "Dankort".
Find information on this web-site: [http://edb-sal.sund.ku.dk/english](http://edb-sal.sund.ku.dk/english)
The copy machines are located in the basement of Building 7.

**Useful links about IT-facilities**
- Information for new students: [http://samf-it.ku.dk/english/stud/newstudent/](http://samf-it.ku.dk/english/stud/newstudent/)
- Error reporting: brugerrumsvagt@ibt.ku.dk
- General information: [http://samf-it.ku.dk/english/stud/](http://samf-it.ku.dk/english/stud/)
  Webpay: [https://sundku.pcounterwebpay.com/index.cfm](https://sundku.pcounterwebpay.com/index.cfm)

**If you need help:**
IT-facilities, wireless internet, help-desk at the CSS campus
All students have access (using your KU-ID-card and PIN code) to IT-facilities incl. computers 24 hours a day, 7 days a week.

Print, photo copying, help desk - building 2.0.26 (daily open 8-16), phone: 3532 7124
The most important webpages
www.kunet.dk – the ‘self-service’ system at University of Copenhagen, where you have your e-mail account, Absalon (the course room) and study messages.
www.kurser.ku.dk – where you can find the course catalogue
www.ku.dk/international - The International Office at University of Copenhagen.
http://polsci.ku.dk/english/international_students/ - the Department of Political Science.

KUnet
KUnet is the access-point for all the communication between you and the department. Therefore, use some time getting to know the different features at KUnet. Make sure you know these elements:

- Study messages
- Self Service
- Email
- Study page for MSc in Political Science under "my units"
- Absalon
Study messages
Important information concerning your studies in general
(deadlines, rules etc.)

Self Service
Exam results, course registration, exam informations, personal information

Email
Information from the Department to you as part of a smaller group or as an individual

Study page for MSc in Political Science under “my units”
All the information (rules, form for pre-approval etc.) you need about your study

Absalon
The Department of Political Science uses the internet portal Absalon for further course information.
At Absalon each course has its website, where you can find the plan of the lectures, slides, notes, assignments etc. Keep yourself updated by checking the course webpage on a regular basis.
You find the link to Absalon at www.kunet.dk in the bar in the right side. Press the link to enter Absalon.

The courses you have been enrolled in will be shown at the main page at Absalon under ‘Courses’. From here you can get access to their respective websites.
Housing, “SU”, living in CPH and job
Questions regarding housing, the Danish SU, living in CPH and the Danish jobmarked for non-Danish students are all relevant and important questions when moving to Copenhagen.

Unfortunately, the Department of Political Science cannot help you specifically with any of these elements.

However, we do know some different actors in Copenhagen who might be able to help you.

Housing
It is really difficult to get a permanent place to live in Copenhagen – even for Copenhageners as well. Most often people find somewhere to live through friends of friends, Facebook or the private housing market.

You can also try contacting Housing Foundation at: http://housingfoundation.ku.dk/

The Danish SU
All questions regarding SU must be handled by the SU Office at UCPH. You can find their information here: http://su.ku.dk/foreigncitizens/

Living in CPH
The City of Copenhagen has created a Host Program for people who come to Copenhagen from all over the world. The program matches newcomers with local volunteer hosts. You can both get a career-host or a culture-host. If you want more information on this, please visit https://international.kk.dk/host

Job
You can start by having a look at UCPH Projects and Job: https://karriere.ku.dk/

If you want an independent carreer counselling you can contact Project and Carreer Advisory Service at the Faculty of Social Sciences: http://samf.ku.dk/pkv/english/
CPR. Nr. and change of address
In order to get help to changing from a pesudo CPR. Nr. to a CPR. Nr. or to change your adress, you have to contact the Student Information Desk at Faculty of Social Sciences:
http://socialsciences.ku.dk/students/information_desk/
UCPH Map
The UCPH Map allows students, employees and guests at the Centre for Health and Society to get a digital overview of the campus area on their computer or smartphone: http://socialsciences.ku.dk/campusmap/

UCPH Map can not only show the route from A to B on campus. It can also show you routes from an external location to a location on campus:

1) Press the in the right hand side of the map
2) Choose “To/from campus area”
3) Type in where you are coming from
4) Type in “CSS 35-0-12”
5) Choose whether you are walking, biking, driving or using public transportation
6) Press “Enter”