Welcome to the MSc Security Risk Management

Text by the Student Advisory Service, Department of Political Science, May 2019
Photos by Sara Galbiati
Welcome to the

MSc Security Risk Management

Dear master’s student at the MSc in Security Risk Management.
Welcome to Department of Political Science at University of Copenhagen!

This booklet is your guide to getting the best possible start to your MSc Security Risk Management studies. At the first pages you will find the programme for the Introduction Days alongside with practical information regarding the Introduction Days such as time and place. Afterwards follows a study start pamphlet with general information on your programme, the different types of courses, registration for courses at the first semester and general “nice-to-know”-information.

The Department wishes you the best possible start at your MSc in Security Risk Management.

We look forward to meeting you!

Kindest Regards

DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF SOCIAL SCIENCES
UNIVERSITY OF COPENHAGEN
The Introduction Days

Practical information

**Dates:** 28th – 30th August 2019

**Price/expected expenditures:** None of the planned activities costs money, so you only have to spend money on food and beverages during the introduction days. If you wish to buy food on campus, you should bring approximately 50 DKKR per day.

**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 show the route from A to B on campus and show you routes from an external location to a location on campus:

1) Press the at 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 5.1.22”
5) Choose whether you are walking, biking, driving or using public transportation
6) Press “Enter”
# Wednesday, August 28th

We will be in CSS room 5.1.22

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.45 – 10.00</td>
<td>Welcome and small breakfast</td>
</tr>
<tr>
<td>10.00 – 10.15</td>
<td>Introduction - What to expect from the next couple of days?</td>
</tr>
<tr>
<td>10.15 – 10.45</td>
<td>Getting to know each other</td>
</tr>
<tr>
<td>10.45 – 11.00</td>
<td>Head of Studies - Anders Berg-Sørensen</td>
</tr>
<tr>
<td>11.00 – 12.00</td>
<td>Presentations by the professors - Olaf Corry, Christian Bueger, Karen Lund Pedersen and Andre Ken Jakobsen</td>
</tr>
<tr>
<td>12.00 – 13.00</td>
<td>Lunch</td>
</tr>
<tr>
<td>13.00 – 14.30</td>
<td>Scavenger hunt to get to know the CSS campus</td>
</tr>
<tr>
<td></td>
<td>Presentations by Student Advisory Service</td>
</tr>
<tr>
<td>14.45 – 17.00</td>
<td>Teambuilding and getting to know mentor groups</td>
</tr>
<tr>
<td>19.00 - ...</td>
<td>Social activity in the Atlas room</td>
</tr>
</tbody>
</table>

# Thursday, August 29th

We will be in CSS room 5.1.22

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.45 – 10.00</td>
<td>Welcome and small breakfast</td>
</tr>
<tr>
<td>10.00 – 11.30</td>
<td>Presentation by the 2nd year students: “How did we survive the first months in Denmark”</td>
</tr>
<tr>
<td>11.30 – 12.00</td>
<td>SRM is more than just a study programme, it’s a community: Presentations by the SRM Student Association and Network for Strategic Studies</td>
</tr>
<tr>
<td>12.00 – 13.00</td>
<td>Lunch</td>
</tr>
<tr>
<td>13.00 – 15.30</td>
<td>Scavenger hunt to get to know the CSS campus</td>
</tr>
<tr>
<td>15.30 – 17.00</td>
<td>What can you do with your SRM degree - meeting the SRM alumni</td>
</tr>
<tr>
<td>20.00 - ...</td>
<td>Social activity out of campus</td>
</tr>
</tbody>
</table>
Friday, August 30th

We will be in CSS room 35.01.05

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 - 9.30</td>
<td>Denmark and Danish Culture by CultureAct</td>
</tr>
<tr>
<td>9.30 - 10.00</td>
<td>Danish study culture</td>
</tr>
<tr>
<td>10.00 - 10.30</td>
<td>Break</td>
</tr>
<tr>
<td>10.30 - 11.00</td>
<td>Welcome to the Faculty of Social Sciences by Associate Dean for Education Andreas de Neergaard</td>
</tr>
<tr>
<td>11.00 - 11.15</td>
<td>Presentation of Career Services by Maibritt Jensen</td>
</tr>
<tr>
<td>11.15 - 12.00</td>
<td>Introduction to IT and libraries</td>
</tr>
<tr>
<td>12.00 - 12.30</td>
<td>BAZAR</td>
</tr>
</tbody>
</table>

International students

International & Danish students
Your Study Programme

Your MSc programme consists of both compulsory elements and elective elements. Students are advised to take 30 ECTS per semester as this corresponds to being a full-time student. You must pass all 120 ECTS points within a maximum of 3 years in order to graduate.

Your overall programme looks like this:

<table>
<thead>
<tr>
<th>Autumn 1st semester</th>
<th>Spring 2nd semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Studies and Strategy (7.5 ECTS)</td>
<td>Organization and Risk (7.5 ECTS)</td>
</tr>
<tr>
<td>Political Risk Analysis (7.5 ECTS)</td>
<td>Elective* (7.5 ECTS)</td>
</tr>
<tr>
<td>Security Risk Management (7.5 ECTS)</td>
<td>Elective* (7.5 ECTS)</td>
</tr>
<tr>
<td>Knowledge Production and Evaluation (7.5 ECTS)</td>
<td>Elective* (7.5 ECTS)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Autumn 3rd semester</th>
<th>Spring 4th semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transformation of the Public-Private Divide** or Intelligence** (7.5 ECTS)</td>
<td>Master’s Thesis (30 ECTS)</td>
</tr>
<tr>
<td>Elective* (7.5 ECTS)</td>
<td>Elective* (7.5 ECTS)</td>
</tr>
<tr>
<td>Elective* (7.5 ECTS)</td>
<td>Elective* (7.5 ECTS)</td>
</tr>
</tbody>
</table>

*SRM electives are divided into two categories
- Category I – New Threats
- Category II – Organizational Management, Ethics and Accountability

** Transformation of the Public-Private Divide and Intelligence are both compulsory electives, which means that you must complete one of the courses. You can also choose to take both of them.

Your First Semester

Your first semester is made of four compulsory courses at 7.5 ECTS each:

- Security Risk Management
- Security Studies and Strategy
- Political Risk Analysis
- Knowledge and Production Evaluation

You can read more on the courses by following the hyperlinks and you can find the timetables for each course at the right-hand side of the page.

The study administration have registered you for all the compulsory courses and the first exam attempt in each course at your first semester.

If you have applied for any credits from previous studies, please contact the Student Advisory Service to make an individual study plan.
Possibilities at your 2\textsuperscript{nd} and 3\textsuperscript{rd} Semester

As a student at the MSc in Security Risk Management, you have the opportunity of designing a large part of the programme yourself. This allows you to compose a programme that suits your unique fields of interests. However, when you plan your studies, you must be aware of certain rules and restrictions in order to meet the requirements in the curriculum. Please do familiarise yourself with the contents of the curriculum in order to get the most out of the many possibilities inherent in your MSc programme. We have highlighted the most important points that you have to be aware of when you plan your studies.

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

- The MSc in Security Risk Management is prescribed to two years of full-time studying (120 ECTS credits).
- The thesis of 30 ECTS can be handed in when you have passed 60 ECTS or more.
- You have to finish your programme within your maximum study time that is 3 years from your entry date.

You can choose among different possibilities at your second and third semester when designing your programme:

- Courses at Department of Political Science. All courses are 7.5 ECTS or 15 ECTS
- Academic Internship, equivalent to 7.5 ECTS
- 30 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 the above-mentioned possibilities in the curriculum or at your study information pages at KUnet.

If you wish to study abroad, to take courses from other programmes or to do 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.

During the semester as well as in the Introduction Days, the Student Advisory Service will give presentations on these regulations and will help you apply the rules to your specific wishes for your study programme.
Elective Courses at Department of Political Science

You can find the course catalogue for each semester at: https://kurser.ku.dk/

This is necessary for your 2nd and 3rd semester where you have electives. The course catalogue for the spring semester will be available on 1st November and the course catalogue for autumn semester will be available on 1st May.

When looking for courses it is a good idea to use the filters available at the page, e.g. “Department of Political Science” under “department”, “2019/2020” under “volume” and “autumn” under “block”.

What should I be aware of when picking my courses?

Your programme is a quite freely structured programme. However, the freedom comes with a price, and there are certain things that you must be aware of when you pick your elective courses.

The two most important things to be aware of are:

1) When does the course take place/when is it scheduled? (in order to avoid timetable overlaps)

2) How is the course assessed? (in order to avoid exam overlaps)

You can choose among all the courses offered by the Department of Political Science at master’s level. The only exemption are courses that are a part of a core subject track at the MSc in Political Science – these courses cannot be taken by Security Risk Management students.
1. When is the course scheduled?

Courses run through one semester and are marked with the category ‘spring’ or ‘autumn’:

- The autumn semester runs from week 36 – 50 (except autumn break in week 42). The Autumn exam period runs from week 49–50.

A few courses have an intensive workload for only half of the semester – either the first 7 weeks or the last 7 weeks of the semester. These are marked with blocks. Block 1 and 2 run during autumn, block 3 and 4 during spring.

The timetable for each course is available at [https://kurser.ku.dk/](https://kurser.ku.dk/). Click on the course’s course description. Then click on timetable to see when the course is taking place.

2. How is the course assessed?

Once you have signed up for courses you will automatically be registered for the first exam attempt. It is important to be aware of the exam form when choosing a course, since exams with similar exam forms usually are held within the same days during the exam period. In order to enjoy a more balanced exam period, you might want to choose courses with different exam forms.

The department operates with four different types of exams:

- Free written assignments
- Oral exam with synopsis
- 3-day take home assignment – *(please, do not register for two courses with this exam form)*
- Portfolio exam

All exams are graded on 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.

On the next page, you will find a brief explanation of the different exam forms.
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, however, handing in the synopsis within its deadline is compulsory in order to pass the course. 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.

Free written assignment
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 whom has written what parts in order for the lecturer to be able to mark you individually.

3-day take home assignment
For a 3-day take home assignment you will be given a research question when the exam begins which you must answer by using the courses’ syllabus. You can choose to write your assignment individually or in a group of 2 or 3 students. If you work in a group, you must clearly state whom has written what parts in order for the lecturer to grade you individually. Please note that you should not sign up for two or more courses with this exam form, as they will be held during the same three days.

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 mark. You can choose to write the papers individually or in a group of 2 or 3 students. If you work in a group, you must clearly state whom has written what parts in order for the lecturer to mark you individually.
Course Registration

The study administration has signed you up for the compulsory courses at your first semester.

You have to register yourself online for your elective courses before your second and third semester. You can do this in either the ordinary course registration period or in the post-registration period where any leftover spots are distributed.

Ordinary course registration period
You can sign up for your electives for your 2\textsuperscript{nd} semester from 15\textsuperscript{th} November – 1\textsuperscript{st} December 2019 (ordinary course registration period).

For approximately 4-5 courses each semester SRM-students have priority. This means, SRM-students get a seat before the rest of the students at Department of Political Science.

Post registration period
You can sign up for your electives for your 3\textsuperscript{rd} semester from 15\textsuperscript{th} May – 1\textsuperscript{st} June 2020 (ordinary course registration period).

In the post registration period in the end of January, courses are distributed on a first-come, first served policy.

After the post-registration period ends, your course registrations are binding meaning you will have to pass the courses in order to get your degree. You will not be able to change your registrations unless you apply for an exemption due to exceptional circumstances. Therefore, do not apply for more courses than you wish to take.

Visual Course Registration Guide
You have to do your registration digitally through Self Service at KUnet. The registration only takes place during the registration periods.
I can’t sign up for courses through KUnet, what do I do? First, it is a good idea to check the guide for problems when logging on KUnet.

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

Please include the following information in the email:
- What kind of problem 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 period ends. If you do so, we will make sure to help you.
Study start at UCPH

As a new student you probably have a lot of different questions, and in this nice-to-know section we have included most frequently asked questions. You can find information on:

- Exams, exam language, syllabus/literature 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 number and change of address
Exams

In this section we will briefly explain some of the pitfalls for non-Danish students regarding the exam. It is your own responsibility to:

- Make sure you are registered for the correct exam and
- Be aware of the exam dates.
- Make that sure your exam paper meets 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 have not written yourself or you have written yourself in a different paper.

Exam registration and exam dates
You can access an overview of the exams that you are registered for by logging on to KUnet and choosing: Self Service → Enrolment, courses and exams → Exams → View registrations and cancellations.

You can find the exam dates in the exam schedule under the question how do I find time and place for my exams at your study information pages on KUnet.

It is your responsibility to be aware of the exam dates and to hand in your paper within the deadline. It is not possible to hand in any papers after deadline 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.

If you are unable to take the ordinary exam or if you do not pass the ordinary exam it is always a good idea to talk to the Student Advisory Service about your possibilities since you have to register yourself for any second or third exam attempts.

Exam language
Your exam should be performed in the language in which the course was taught. If a course is taught in Danish you can write your exam in Danish, Swedish or Norwegian.

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

Syllabus and list of references
Syllabus is the list of books and articles compiled by your lecturer, which she/he expects you to have read for the classes. The syllabus is available via the course’s portal at Absalon by the beginning of the semester.

Your list of references should be placed at the end your papers / synopses and should be a full list of all sources referred to and/or quoted in the paper. It does not have to be identical with your syllabus, but you must include substantial parts of the syllabus in your exam paper.
Plagiarism

Plagiarising is taking credit for someone else's work or work that you have previously handed in. 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 stating 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 of plagiarism is referring to other people's theories without crediting them. If you are not familiar with referencing in academia, you might be in risk of performing this kind of plagiarism. If you are in doubt whether or not to cite an author, please do not hesitate to ask your lecturer for advice.

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 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, 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 here.

Hence, avoid doing plagiarism by always quoting whenever you use something that you have not written yourself or you have written in a previous paper.

The Danish Grading Scale

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>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>12</td>
</tr>
<tr>
<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>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>The good performance that demonstrates fulfilment of the objective of the course but with some deficiencies</td>
</tr>
<tr>
<td>4</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>The just acceptable performance, that demonstrates the minimum acceptable degree of fulfilment of the objectives of the course</td>
</tr>
<tr>
<td>Fail</td>
<td>00</td>
</tr>
<tr>
<td></td>
<td>The unsatisfactory performance</td>
</tr>
<tr>
<td>-3</td>
<td>The completely unacceptable performance</td>
</tr>
</tbody>
</table>
The Student Advisory Service

The 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.

_Do not 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.

You can find all our contact information and opening hours [here](#).

We look forward to meeting you!

The Student Advisory Service

_Louise, Mette, Nikolaj, Katrine & Anemarie_
Library services

As a student at the MSc in Security Risk Management there is a number of different ways of getting new knowledge.

New library users
Please fill in this electronic registration form to register as a reader. Once you are registered you may order books, get access to e-resources, etc. Please 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-resources
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...
- 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
- Reading rooms, group rooms, lounge areas
- Course literature
- Access to electronic resources available at Copenhagen University
- Lockers, dictaphones
- IT-facilities

Useful Library Services Links
- The Faculty Library of Social Sciences
- The Libguide for Political Science
- General information about University of Copenhagen University library services
- Library contact information
- Regulations
- Cultural events at the library
- Order books from other libraries
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: +45 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 top up your print account. You can do so electronically at this page.
Printers are located in the basement of Building 7.
If you need any help, please contact our print & photo copying help desk - building 2.0.26 (daily open hours 8-16), phone: + 45 35 32 71 24

Useful links to IT-facilities
- Information for new students
- Error reporting: brugerrumsvagt@ibt.ku.dk
- General information from the Faculty
- Eduroam wireless internet at campus:
- Print, copy and scan webpay

The most important webpages

http://kunet.ku.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 Security Risk Management 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 information page for MSc in Security Risk Management
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 and working in Copenhagen

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 contact the Housing Foundation at: http://housingfoundation.ku.dk/

The Danish SU
All questions regarding SU are handled by the SU Office at UCPH. Please do not hesitate to contact their office if you have any questions.

Living in Copenhagen
The City of Copenhagen has created a Host Programme for people who come to Copenhagen from all over the world. The program matches newcomers with local volunteer hosts. You can either get a career-host or a culture-host.

Job
You can start by having a look at UCPH Projects and Job. If you want an independent career counselling you can contact Project and Career Advisory Service at the Faculty of Social Sciences:

CPR number and change of address
In order to get help to change from a pesudo CPR number to a CPR number or to change your adress, you have to contact the Student Information Desk at Faculty of Social Sciences.