

STUDENT HANDBOOK



YOUR STUDENT COUNCIL
TOGETHER FOR A BETTER UNIVERSITY





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PREFACE

Firstly, we would like to welcome you to Roskilde University. This student handbook has been made for you to give an insight into everything you need to know as a new RUC student.

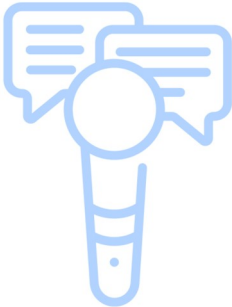
Starting university is both a big and exciting feeling but it can also seem overwhelming. It is a time where you find yourself being exposed to new information, and new areas, and you might challenge your own comfort zone in the beginning. All of this can be overwhelming as you try your best to navigate the meeting and establishment of new friendships. Therefore, the purpose of this book is that we, at the Student Council, want to help you get the best possible start at Roskilde University.

We hope this handbook helps you in the clarification of any questions that you might have had as soon as you received your welcome letter, and that we might turn your nervousness into excitement.

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Chapter 1

OVERVIEW

In this chapter, you will get a welcome greeting by our chairperson and RUC's rector. Moreover, you get an overview of our campus including an introduction to the library.



Welcome to our University!

Dear new student, I want to give you a warm welcome to Roskilde University!

As chairperson of our Student Council, I want to be the first to introduce you to the wonderful study environment you will experience at RUC.

It can seem overwhelming and challenging to start at the university. It is a time with a lot of new faces and you can feel small among the hundreds of new students and in a new environment. Fear not! At Roskilde University, we are proud to have created a community in which we support one another. It is a community that helps us through the toughest and most turbulent times during our studies. This community, that you have now become a part of, is the foundation for a good and developing study environment.

We have many different communities at RUC, yet they all share a common goal; to make it even better to be a RUC student! They all strive to make our study experience more meaningful and less scary. There are countless student organisations, who are all ready to welcome you whether your interests are politics, sports, boardgames etc. My personal experience shows that one of the best things you can do as a RUC student is to actively join the community. Be a part of the volunteer community here in Trekroner. The more use you make of the campus, the more it becomes your university!

Always keep in mind that you are not alone on this journey. The Student Council is here to secure that you as a RUC student feel heard. We facilitate exciting social, political and academic events, across academic fields of study and years. Please be courageous during your study time here at RUC – explore, discover and learn! Use the communities to support you through challenging times, and to celebrate your success when you reach a goal. You have the opportunity to become a part of a unique community, that you will not find anywhere else.

Remember not to worry too much. No one expects you to be all-knowing right from the get go. As long as you have and show a will to participate then you are doing yourself a great favour whilst making a difference for all of your fellow students.

Congratulations on your enrolment at RUC and good luck with your study start. We cannot wait to have you join the community.

**On behalf of the Student Council at RUC,
Jannick Grenberg Persson
Chairperson**



**Jannick Grenberg Persson,
Chairperson of The Student Council at RUC**

A welcome greeting from the rector

It is a great pleasure to welcome you as new students to Roskilde University. RUC is a university that focuses on real life problems, and our aim is to educate you to become analytical and innovative problem solvers for the future.

At Roskilde University, we value academic excellence but very much also our graduates' ability to collaborate, think critically and explore new paths. We want to create a strong community for our students, so that you experience an environment that both challenges you academically and allows you to build relationships with your fellow students. We encourage you to take part in social and academic life, get involved in student activities and experience how friendships can extend beyond the academic framework and strengthen you as individuals.

At Roskilde University, we strive to make education relevant and connected to real-world problems. We teach you how to manage projects and collaborate. Our programs address current challenges such as climate change, artificial intelligence, war, and conflict. Through collaboration with other students and interdisciplinary insights, you get access to valuable perspectives, be able to find alternative solutions and thereby contribute to a better future for our shared planet.

At Roskilde University, you can experience a unique connection between research and education. You will meet researchers as part of your project work, and you will learn how to use research methods to explore complex questions and develop new answers. You will also be involved in exciting research projects on campus and in the public sphere. All of this is part of a vibrant university environment where you learn to connect theory and practice and get good tools to contribute to positive change in the world.

I wish you an enriching and challenging time studying here at Roskilde University.

Hanne Leth Andersen
Rector



Hanne Leth Andersen,
Rector at Roskilde University

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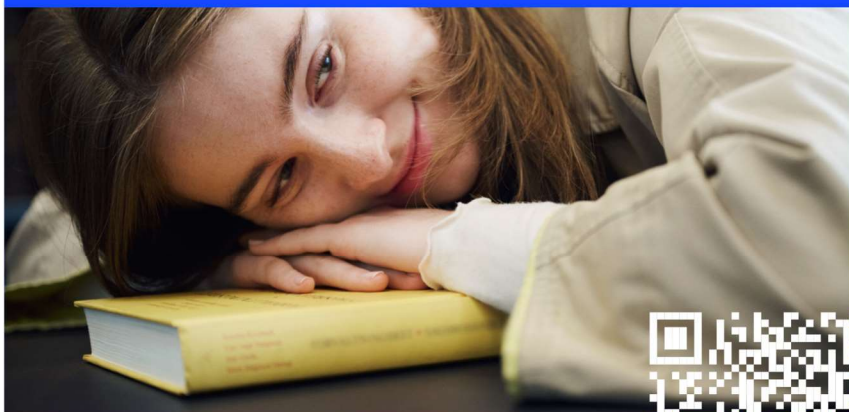
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RUC's CAMPUS

Knowledge across faculties gathered in one place

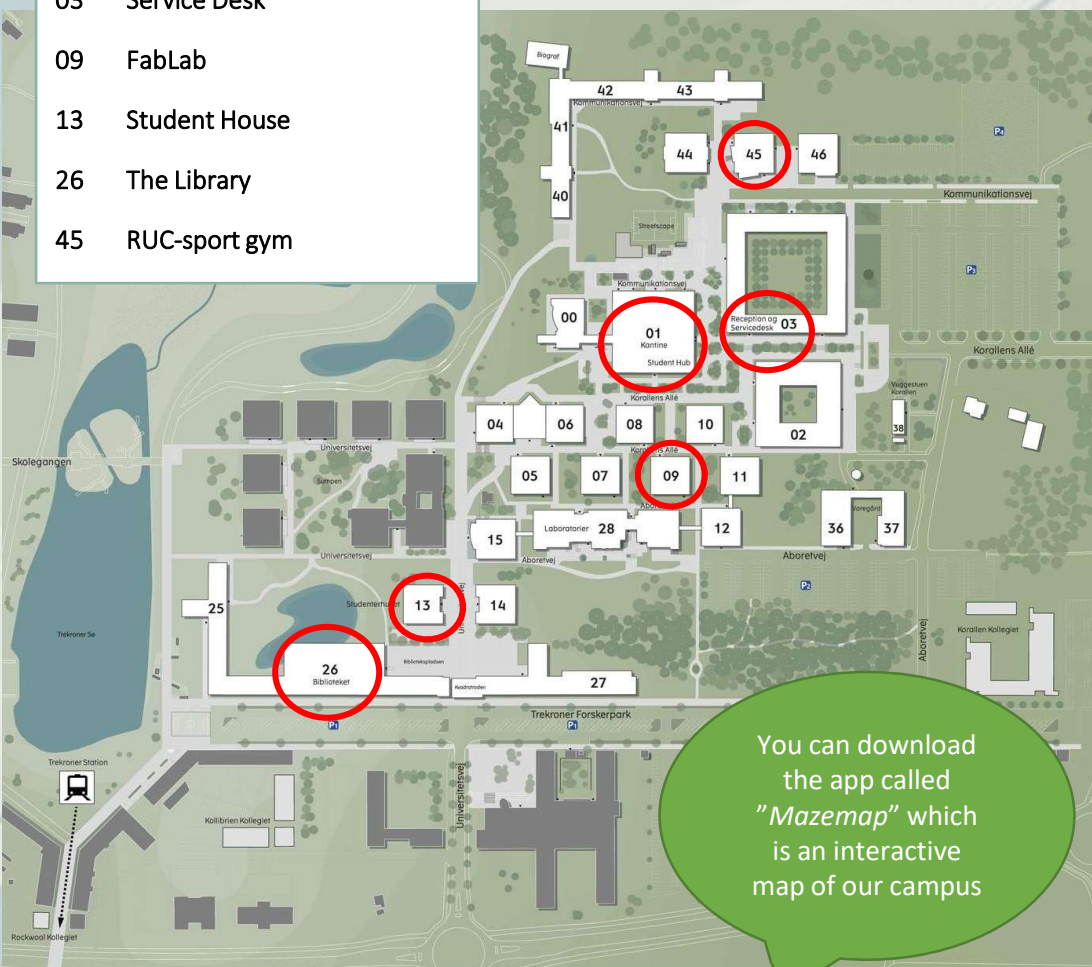
Contrary to many other Danish universities, we are proud to call ours a united university. There might be many differences in our interests as students and researchers, yet we strive to minimise the distance between us as people.

As a student at Roskilde University, you will experience a unified university on a daily basis. This is an aspect in which we take pride in and are very fond of as it pushes us to meet and understand each other across academic fields of interest. It is a core element of our strong study environment which you will not experience in the same way at different universities. You get the opportunity to make friends with fellow students who might not be linked to the same courses as yourself. We are excited to welcome you into this big community at Roskilde University.

On the map you can locate some of the buildings that are important to know especially in the beginning. The Student Council is located in building 13, also known as the Student House, where a lot of the different student organisations have their offices. Our door is always open, if you feel like saying hi or need help with anything!

MAP OF RUC

- 01 Canteen & Student Hub
- 03 Service Desk
- 09 FabLab
- 13 Student House
- 26 The Library
- 45 RUC-sport gym





BOAT RACE

**FRIDAY
8TH OF
SEPT.**

The Student Council at Roskilde University is proud to present the annual Trekroner Lake Boat Race!

This year it will be held on Friday, the 8th of September at 13.00

So grab your house and build a boat!

The prize for first place is 4.000 dkk for your house account



Boat race 2023 on Facebook

Scan me to get to the event!





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- Study-related courses and events
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- Counselling on everything from student jobs, contracts, job search and internships

A Membership of DM (union) is **free for the first year** and then costs DKK 20 per month. A membership of MA (unemployment insurance fund) is **free during your study period** if you are under the age of 30.



Sign up at
students.dm.dk



Get started using the library, register as a user and find everything you need to know on the library libguides



**Welcome to
Roskilde University Library**

Welcome to the library

You can find Roskilde University Library next to RUC's main entrance. There are staffed hours from 9:00 – 15:00 Monday - Friday. During this time, anyone can enter the library.

As a student, you have access to the library with your student card and your 4-digit code from 8:00 – 24:00 all week, weekends included.

At the library you can find literature for your projects, but it is also a great place to study and do group work, as we have a large variety of study places.

Visit our libguides to find everything you need to know to get the best start at Roskilde University Library.

Book a librarian

Book a librarian is an offer to all RUC students for help with information and literature searches in connection with writing assignments. Based on the project topic, you will get help with:

- Choice of research strategy
- Select relevant databases
- Finding other relevant sources
- Tips for evaluating Internet sources
- Advice on keeping track of the literature you use

The offer applies regardless of whether you are doing a semester project, your bachelor project, writing your thesis, master's degree etc.

We cannot wait to meet you!



Chapter 2

MEET A UNIVERSITY STUDENT

It can be challenging to start university which is why we have gathered some advice from current students at RUC. They most certainly know the feeling you have at the moment.

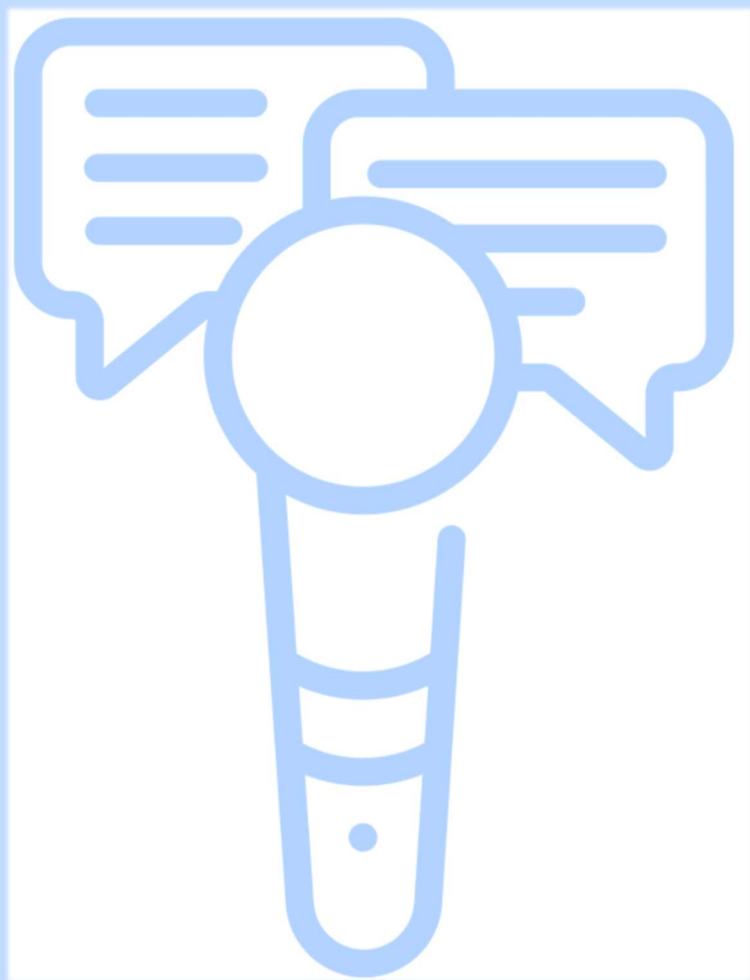
At RUC, each student body of the different faculties has its own nickname which you can check out below.

A student of the Humanities is called a Hummer

A student of the Natural Sciences is called a Natter

A student of the Technological Humanities is called a Humtekker

A student of the Social Sciences is called a Sammer



Meet a **HUMMER**

What does it mean for you to be a Hummer/RUC student?

Specifically for RUC, I think it has to do with the study environment out here. You get the opportunity to make a connection with a lot of great people who you can learn a lot from.

In regard to being a Hummer then I think it involves building a knowledge foundation within the humanities and what it means to be a human being. We use our interdisciplinarity to create a unique knowledge basis and a set of skills which we are interested in as we consider it fruitful for our future. We are also equipped with a certain flexibility which enables us in the adjustment of our studies as our interests change over time. I think this aspect is very important because it stresses the fact that you don't have to know right away what you wish to be doing later on.

What piece of advice would you give a new student?

Join something out here, no doubt! It is the best way to get help during your studies because you will know people across year groups and faculties. It can really help you if you have any questions.

I would also recommend that you pay RUCBAR a visit every now and then to feel the vibe. Also, you shouldn't be afraid to study something that you find really exciting rather than something you think will be useful at the job market. RUC has tailored their studies towards the real world. RUC has formed our master education with Danish Trade and Danish Businesses to ensure they create something that is beneficial in multiple ways.

What is your favourite part about campus, and why?

It will always be RUCBAR! I got to know all of my friends there, and it is the reason that I ended up being so engaged out here. To put it in simple terms; it has been life-changing for me. It is an amazing place to meet new people and really just a place where you can have fun and chill after a long lecture. So my favourite place is, without a doubt, RUCBAR.



Lucas Olsen
6th semester, Communication & Philosophy

Karakter. Substantiv, fællesskøn.

Karakter er et ord med en dybtfølt betydning. Den strækker sig langt ud over et tal til en eksamen. Det er en essentiel del af vores menneskelige væsen og identitet.

En karakter er ikke noget, der blot opnås ved at bestå en prøve. Den afspejles i vores adfærd, handlinger og moral. Karakter er en kombination af vores personlige egenskaber, værdier og etiske standarder, som vi udviser i vores interaktioner med verden omkring os.

Den menneskelige karakter er vores integritet, ansvarlighed, medfølelse og ærlighed. Det er karakteren, der afgør, hvordan vi behandler andre, hvordan vi håndterer udfordringer og modgang. En stærk karakter er kendetegnet ved evnen til at stå fast på vores overbevisninger, selv når det er svært.

Det handler om at være autentisk og ærlig over for os selv og andre. En person med

en stærk karakter er troværdig, pålidelig og kan inspirere tillid hos andre.

Karakter er ikke noget, der kan måles eller evalueres med en simpel skala, men en

refleksion af vores indre værdier og handlinger. Karakter er noget, der formes gennem hele vores liv.

Så kære nye studerende – karakterer er mere end tal. Studielivet er mere end bøger og forelæsninger.

Kast jer ud i det. Lad det forme og omfavne jer. Studielivet er fællesskab, sam-

menhold og tillid til hinanden. Studielivet er karakterdannende.

Nu skal du få lov at lande i din nye tilværelse. Og når du er klar, så venter Danmarks største faglige fællesskab indenfor medier og kommunikation.

Vi glæder os til at byde dig velkommen i Dansk Journalistforbund – Medier og Kommunikation.



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Dansk Journalistforbund
Medier & Kommunikation

Meet a **SAMMER**

What does it mean for you to be a Sammer/RUC student?

I think being a Sammer has to do with the courage to ask sharp questions regarding the projects we do here at RUC. It has to be questions with certain value and relevance for the society. I know it sounds really exalted, but it is not as if I expect my projects to be used for something bigger, yet they feed my knowledge and understanding of the world and how it works. I think that is what it means to be a Sammer.

To be a RUC student has to do with becoming a part of a community which will accept you for who you are. I think this community has embraced me for exactly who I am, and that is probably the reason that I wanted to stay here.

What piece of advice would you give a new student?

Bring food from home, haha. Just kidding, not really tho. My advice concerns that Sunday evening, that everyone experiences during their time as a university student. It is when you have class the next morning and for some reason, you have not read the assigned curriculum for that lecture.

You will probably consider either staying up all night to read it, sit in the corner and cry or say fuck it and go to bed. My advice is to use that night as a reminder and a lesson. Do not be paralyzed at the thought of not being able to do everything because the next best thing will be the best thing. What I mean to say is that we can all have bad days, bad weeks or bad months, yet your best isn't always your best the next day.

What is your favourite part about campus, and why?

It is probably RUCBAR, I think. No, actually, I think it's here in front of RUCBAR on these wooden pallets. You will be able to see the sunset and the beautiful lake in the afternoon or evening.

My third suggestion is the "stone bananas" in front of the glaspyramid aka building 4/6. You have to see the sunset during August from that point of view. I highly recommend doing that.



Mikkel Rosleff
4th semester, Teksam – Environmental planning

Meet a **NATTER**

What does it mean for you to be a Natter/RUC student?

As a Natter, you have a bit more freedom to choose your courses in the beginning compared to the other faculties. I think that is pretty nice as it means we get to influence our courses a bit more.

Furthermore, I think we have a really strong community at NAT in which we share a lot of experiences with one another. We also study a lot together compared to other universities. We spend a lot of time in the laboratories and write reports together so it amounts to a lot of time in each other's company.

What piece of advice would you give a new student?

I would advice you to find some fellow students who you work well with fairly quickly because that will reduce the stress concerning groupwork. Find those who you work well with, both in terms of your schedule and your work effort.

I found my study group during the introperiod and we just stuck together, since we found that we not only enjoyed talking to each other but also worked well in the academic environment. It definitely helped me a lot when we officially started in September.

Make sure to invest in people and join in! It will become boring quite quickly if you just attend lectures and go home afterwards. It means a lot to be in it together, and I think the introperiod played a crucial role in this. We weren't that many who attended during August, but I can still tell now that it was important to be there. I still talk to those who were there with me, whereas the rest had some catching up to do.

What is your favourite part about campus, and why?

Definitely building 27! It is our hang-out spot and then I'd prefer a room that isn't too far from NatCafé. We have build our very own community in this building across study courses etc. We cook together and enjoy each other's company, and then it's never a shame to have your lecturers close by if you need help with something academic.



Sille Fjordskov
2nd semester, Molecular biology & Medicinal biology

Meet a **HUMTEKKER**

What does it mean for you to be a Humtekker/RUC student?

It means to have a very broad academic scope and to be able to unfold your creative sides especially during these workshops that we have. I think it's really cool.

I also feel as if Humtekkers really keep their finger on the pulse regarding the actual issues of the world, and we attempt to come up with solutions for them. We are at least equipped with a toolbox that will help us come up with practical solutions. I think that is the core in the problem-oriented project work which we do here at RUC.

What piece of advice would you give a new student?

Hmm, that might be exactly to do with the problem-oriented approach. I think it's important to find a project group where you have similar daily schedules, since it will make the whole process easier and reduce the risk of having misaligned expectations. If you are able to merge your daily schedules during the intense project periods, then I think it makes a big difference in the development of a project. It is probably my best academic advice.

What is your favourite part about campus, and why?

My favourite place at campus is probably FabLab, even though I really love the Student House as well. FabLab is a workspace, where you are able to get a lot of guidance and it's just a nice environment.

FabLab has always some crazy projects in the making since it is a public place, so anyone can come in with a crazy project idea and actually develop it. I like that you can use it for both private ideas and for projects. The workspace is used frequently and it's perfect if you want to develop a bunch of rapid prototypes.



Caroline Hergot Iversen
4th semester, Teksam – Environmental planning

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Life.
Balance.



Chapter 3

OUR COMMUNITIES

When you as a student start at the university, it is not only about the courses but the whole of Roskilde University. It might be easy to forget in your daily life, but you have actually been offered a place in this big community.

In this chapter, we will introduce you to some of the many communities, which you can join at RUC. Regardless of your interests, we are sure that you will find something you'll love here and if doesn't exist already then we'll be more than happy to show you how to create it!



Join the community!

University life is much more than just courses and books, but to experience the extraordinary parts then you need to be courageous and join in.

You might recognise the feeling of nervousness when you are about to start something new, which may very well be the case as you begin your journey at Roskilde University. We hope that you will do your very best to overcome this nervousness and dive headfirst into these amazing communities which we have at RUC.

Furthermore, research from the Danish Evaluation Institute shows that a long and social study start will help prevent drop-outs. You might not have time to participate throughout the whole introperiod, but fear not, that is not required or expected of you! The introperiod is a great introduction to the different opportunities you have at RUC.

At Roskilde University there are many different communities, organisations and groups. We have something for almost all interests such as cooking clubs and different culture clubs. If the unthinkable was to happen, and you find that there isn't a community fit for your interests, then the university will be more than happy to help you start a new one!

The most important thing to keep in mind is to join in! It will make a huge difference for you since it will transform your student life from solely revolving around books and courses to an engaging social community life. Your daily student life will thereby be something you look forward to since you will be around so many friends and acquaintances whilst being a part of something bigger!

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- Jason Walies, volunteer.



"My personal development truly took off when I became a volunteer at Gimle."

- Michella Engelstock, volunteer.



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The Student Council

The Student Council (SR) at Roskilde University is your active student organisation at RUC.

We do academic courses, parties and work in the RUC's bodies to make our university even better. We work hard every day to raise the quality of our education - both socially and academically.

We are a variety of committees, each with a separate focus, which together incorporates all aspects of student life. Taking part in one of these committees, or helping to run one of their events, is a great opportunity to make new friends and experience new things at RUC.

You can also check sr-ruc.dk for more information, including our detailed history of SR at RUC, as well as how you can get involved if you are interested in becoming a member or volunteer. Be sure to find us on social media to keep up to date and please contact us if you have any questions.

Ever since RUC opened in 1972, we have gathered the students and helped to develop the social environment and academic content at the university. We believe that we achieve the best results when the students are given the opportunity to take an active part in their everyday life. We look forward to having you with us and making RUC even better together with you!



Become a volunteer for SR

There are many ways to be active in the Student Council. Most importantly, all our committees are open to anyone who wants to join!

Social Event Committee (SEC)

SEC's objective is to promote social life at RUC. They do this by hosting parties and other social events for all RUC students. This is where you can make your wildest party dreams come true and try your hand at arranging, coordinating and hosting both large and small events. The SEC is, among other things, the team behind the Boat Race and the Start of Semester Party, which is at Friday 8th September - and you're invited!

University Policy Committee (UNIPOL)

UNIPOL is the Student Council's university policy heart. Here you can join in discussing the matters that are up to RUC's governing bodies and, more generally, how we are developing RUC's programs and the study environment. The committee is open to everyone, so if you have a cause, you think UNIPOL should fight for, just show up!

Academic Network (FANE)

In FANE, you can help plan and hold academic events for your fellow students. The courses are free and supplement the skills we gain through our education. As an active member of FANE, you will help to choose which courses we will offer, and you will gain concrete experience with planning and hosting.

National Political Committee (LPU)

At LPU we discuss the national student political agenda and coordinate the cooperation with our national organization The National Union of Students in Denmark (DSF). LPU is the place for you if you have an attitude towards SU, student housing, the admissions system, etc.

Other ways to join

There are also many other ways you can be active. Read more about how you can help leave your fingerprint on:

[*sr-ruc.dk*](http://sr-ruc.dk)

[*facebook.com/studenterraadetruc*](https://facebook.com/studenterraadetruc)

[*instagram.com/studenterraadetruc*](https://instagram.com/studenterraadetruc)

University Election 2023

If you want a taste of what it means to be a volunteer for SR, then come by our office in the Student House and hear all about the University Election of 2023. We are always looking for new volunteers, but especially during this one week in the fall where we fight to ensure all students feel heard in the different democratic bodies at RUC.

It is an intense week with a lot of great conversations and fun times. We talk to our fellow students about the election during the day, and then we enjoy a wonderful dinner together in the evening.

You can start looking forward to the free morning coffee and to see our elections posters turning RUC purple this fall!



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- Kassekredit på op til 50.000 kr.
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- StudieOpsparing med 1% i rente
- Gebyrfri hverdag, når du hæver eller veksler
- Søg studiekontoen i Lån & Spars mobilbank. Log ind med MitID – så er du klar til at søge.

Lån & Spar

Tutoring

What is tutoring?

It covers approximately the last two weeks of August, which has been set aside for you before the studies officially start!

We care a lot about ensuring that your study start becomes great to give you the best introduction to your new team and the university itself. By participating in the introperiod, you will be introduced to the social environment, your studies, the IT systems at RUC and much more. You will be welcomed by current students who are more than happy to answer your questions and give you different tips and tricks.



Tutoring is managed by the Student Council who have recruited a lot of current RUC students with the goal of giving you the best possible foundation when you are given the task of becoming a university student.

Your tutors are students who have signed up as volunteers, and they have gone through courses including physical and psychological first aid. At RUC, being a tutor is 100% volunteer work, and your tutors have signed up for your sake because they want to share this experience with you as well. Remember to appreciate them and their efforts.

Why do we facilitate tutoring?

Firstly, the Student Council manages tutoring as we believe the best introduction to the university is given by students who can remember how it felt to be new. Furthermore, the students are the driving force and the centre of our study environment, and we believe this is the best way to further develop our community.

Join us in 2024!

We know that you have just started, but you might have noticed by now that your tutors are having a lot of fun with each other and more importantly – with your team!

There are many different reason to become a tutor, because we need different people in tutoring. At RUC, the introperiod is very unique as it lasts for two weeks because we know how crucial it is to new students.

The tutors are not just there during the final two weeks of August, as they have spent the previous two weeks in an intense planning period with their team, but most importantly they have had a lot of fun with each other! Tutoring is a close-knit collaboration where each individual tutor gets to focus on their responsibility post such as social or academic activities, rustrip, economy, bar etc.

We hope you will consider strengthening your skills whilst building an amazing community at RUC next year when tutoring kicks off again!

5 good reasons to become a tutor!

Tutoring has created a massive social environment for me, which I never wish to be without – Aleksander Fløystrup, SAB tutor

Tutoring gave me the courage to become a part of the volunteer environment here at RUC, which has been really rewarding ever since then – Lucas Olsen, HUM tutor

The first two planning weeks have given me so much experience, which I used when the new students arrived but still find useful today - Sofia Rodriguez, SIB tutor

I never really used to be at campus for anything other than class but after being a tutor, I felt at home out here, which makes me want to be here almost every day and say hi to my friends – Thomas Bengtsson, HUMTEK tutor

It was an amazing feeling to become a part of such a big community where everyone is aiming at facilitating the best possible introperiod for the new students – Ciara Niamh O'Shea, HIB tutor

Kontaktinfo

tutoring@sr-ruc.dk

Local communities

In the following section, you will be introduced to a group of communities, which you can influence just by being a student at RUC. The subject councils exist to support the students, and you are entitled to have your opinion heard in your local subject council. You might be wondering what a subject council is, and how they are able to help you?

There are 4 subject councils at RUC, one for each institute. The subject councils are local student organisations that facilitate social and academic events, and they represent the students on the local student political scene, where the content and structure of your studies is developed. The best thing about them is that they are open for all students, and membership is free.

If you don't wish to join your local subject council, then you are still able to get support or help from them if you are in a pickle during your studies here at RUC. It might also concern ideas you have to improve the study environment for you and your fellow students.



The HUM Council is an organization for all humanities students. We are strongly represented in the board of studies at HumBach, which means that we have a strong voice in the body that has a great influence on how the humanities education at RUC should be shaped.

The HUM Council organizes both social and academic events for humanities students, all of which aim to strengthen the study environment at HUM. For example, we provide researcher lunches, joint writing days, study relevant workshops, summer parties, academic cafés, pearl workshops and much more.

Without you students, we are nothing - therefore we would very much like to hear from you if there is anything we can do to improve conditions at HUM. If you would like to join HumRådet, you are also very welcome!

Follow us on our Facebook: "HumRådet ved RUC" and our Instagram: "humraadetruc". If you need to get in touch with us, you can always write to our Facebook!



The SAM Council is a student political organization for SAM students, and we fight to create an even better SAB and SIB. The Council consists of new as well as old students, and each base team is entitled to a seat on our board. Those who get involved in The SAM Council help shape what we do. Common to our activities is that they support strengthening the social and/or academic study environment at SAM.

We also represent the students in the study board, which is a democratic body that, among other things, is responsible for the teaching you must have at the university. The organizational structure of the council ensures that there is a direct connection from each base team to the student representatives in the student council, to our board and the Student Council.

The SAM Council is party-politically independent and open to everyone who attends SAM. You decide for yourself how much you want to get involved and what you want to do. Our meetings and committees are open, and as an active member of The SAM council you get a good network at RUC, influence and the opportunity to make a difference for yourself and your fellow students.

You can follow us at www.facebook.com/rucsamraad - and you can contact us at samraad@ruc.dk

NATRådet

The NAT Council is a subject council for the natural science programs at Roskilde University. As a student of the science programs, you influence what happens in the NAT Council- as we represent you.

The NAT Council is currently in the process of rethinking itself, so currently it is a golden opportunity for you to have a greater influence on what the council has to do.

The NAT Council works both socially and politically. For example, you could contact The Nat Council if you believe that you have been treated unfairly in an exam situation, or otherwise get in trouble during your education.

In addition, the NAT Council will work for more unity in the natural science programs. For example, through social events so that the science students can get to know each other better.

In addition, it is important that there are students in the NAT Council who can help with both social and professional work.

So, if you would like to have more influence on your education and the study environment in the natural science programs, contact the Student Council and hear more about the possibility.



The HumTek Council is the academic council for the humanities-technology bachelor at RUC. However, being a HumTek student is more than just being a student for us. HumTek is a fusion of both theoretical and practical teaching which equips students with unique skills.

The cornerstones of education are people and technology. Through this kind of interdisciplinarity, we see our students become strong individuals who come up with creative solutions to real-world problems. It is these values that we at HumTek Council support and would like to help maintain for the individual student as well as HumTek as a body. This may be through social and professional events that we hold to support this kind of development for the students in an academic environment.

Our goal is to be present and represent the individual student in close cooperation with the other student-represented bodies at RUC. Our goal is to be a valued representative for each individual student, to hold events both social and academic, as well as to be available to our fellow students, and to be able to answer any questions that may arise.

< New student? Be a part of the strongest IT union >

PROSA is Denmark's only union EXCLUSIVELY for IT professionals. With us, you become part of a strong community with other IT people and receive:

- Free membership throughout your WHOLE study
- IT-specialized advice on your CV & job applications as well as career advice
- Discount on study books
- Free, fun, and relevant courses – From pizza nights & sea cruises to Python & C# courses. There is bound to be something of interest for you!
- Access to comprehensive insurances – including your technical gear

We are looking forward to welcoming you!



www.prosa.dk/join-us

PROSA
Association of IT Professionals

Prosa@prosa.dk

Chapter 4

Resources

As a university student, there are a lot of things one has to keep track of. It can be hard to get an overview of your SU, student job, study plan and courses. Sometimes, you may find it hard to find the energy to do everything that you want to, yet you don't have to know the answers to it all.

At RUC, you will be able to get help both with practical questions regarding SU and your study plan. You might even have questions that concern personal challenges such as stress or anxiety. We hope this chapter provides you with some information on how to find help as a university student.



The student pastor offers conversations

‘The performance-free space’

The conversations are free, I have a duty of confidentiality and keep no records and you can get the number of conversations that you prefer.

Maybe you long for being in a room, where you do not have to perform or achieve anything. If we run out of time, then you are more than welcome to book another appointment.

You might feel stressed, confused, sad. Maybe, you're experiencing the feeling of not being 'good enough' regarding social media, academic or social performance or fellow students. It can be hard to navigate, and to find your place at the university. You might be far away from your home, family and local community, which makes you feel homesick.

The conversations with me can be focused on how to change one's perspective. You might change your perception of things which enables a change.

Existential or philosophical conversations are also an option. Maybe you feel just fine, but you wish to speak to a third party.

Grief and loss: if you have lost someone close to you and have been experiencing grief, then I am available for urgent conversations.

Everyone is welcome. You can send me an email at upe@ruc.dk and you will receive a reply within the next day.



Ulla Pierri Enevoldsen
University priest at RUC

Contact: upe@ruc.dk

Website: pastor.ruc.dk

Contact your study environment tutors

As a student at RUC, you are automatically linked to one of our four institutes. Each of these have student employees, and some of them go by the title 'study environment tutors'. They are doing their very best to strengthen the social and academic environment, and you will definitely see them during your studies at RUC.

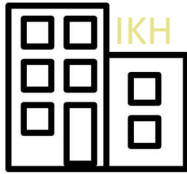
They can help you throughout your studies at RUC even if it's just pointing you in the right direction for an answer to your question.

Never hesitate to reach out to them over email or knock on their office door if you need someone to talk to about any issues or suggestions on how to make your study environment even better!

Know your institute/department

Department of Communication
and Arts

HAB & HIB/GH



Study environment tutors

Amir Bahloul
Frida Piekut
Maria Jørgensen
Martin Mørkenborg
Oliver Meinike
Marcus Tobias
Pereira Fernandes

Contact

humbach-tutor@ruc.dk
hum-tutor@ruc.dk

Department of People
and Technology

HUMTEK



Study environment tutors

Mai Lindholt
Kyle Karl Pehrson Irving

Contact

humtek-tutor@ruc.dk

Department of Social Sciences
and Business

SAB & SIB



Study environment tutors

Ciara Niamh O'Shea
Sofie Würtz
Kimmi Ahlm
Vilte Maldžiūtė
Anders Sørensen

Contact

ise-tutor-ba@ruc.dk
ise-tutor-ka@ruc.dk

Department of Science
and Environment

NAB & NIB



Study environment tutor

Abia Amin

Contact

inm-tutor@ruc.dk

OPENING HOURS

Student Hub



PHONE
Except Guidance



COUNTER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10-12	10-12	10-12	10-12	10-12
12-14	12-14	Closed	12-14	12-14

*)Find phone numbers at intra.ruc.dk/studenthub

In the Student Hub, you can find:

The Study administration

Find answers about exams, registration and cancelation of study activities, preliminary approval, transfer of credits, thesis, dispensations, exam certificate, SU, leave and maternity leave.

The Study & career guidance

Find guidance about study scheduling, internship, thesis, job and career, arrangements and dispensations opportunities.

Study abroad

Here you can find out about what types of exchange there is, deadlines and planning, the different exchange programs and RUC's exchange agreements.



STUDENTERRÅDGIVNINGEN

Free psychological help/advice for students

One thing that we have worked really hard on at RUC is to make sure that students have somewhere they can go if they have any problems. This work has resulted in you as a student at Roskilde University having the option of free psychological help - and there are far shorter waiting times than at general practices.

Student counseling at RUC offers help in the form of interviews with a psychologist and/or a social worker. The conversations can have the nature of therapy, coaching, and counseling and can be relevant in connection with stress, study doubts, depression and anxiety, exam anxiety, challenges with starting studies, perfectionism, loss and grief, thesis problems, concentration problems, group conflicts, and much more.

The offer is free and anonymous and is given either in the form of individual conversations or as a group course. There are online groups about, for example, thesis, exam anxiety, coping with studies, and stress. The exam anxiety and thesis groups are 'drop-in' groups, meaning you can use them as many times as you need, and you don't have to attend every time. Student counseling also holds workshops for students on several of the same themes.

You can find us here: www.srg.dk/en/få-hjælp/

Brug for hjælp Need help



Kontakt / Contact:

RUC Servicedesk

Bygning 03 / building 03

serviceportal.ruc.dk

Akut tlf. / Acute tel.

4674 3600

Åbningstider / Opening hours

man-fre / mon-fri

8-16

Er strømmen gået?

Skal du bruge en fest tilladelse?

Er der nogle som har stjålet alle dine borde?

Arbejder internettet mod dig?

Mistet dit studiekort?

Har du brug for at låne lyd eller video udstyr?

Disse problematikker hører under Servicedesk og kan løses ved at sende dem en mail eller møde dem fysisk

WE TAKE CARE OF EACH OTHER AT RUC

RUC has a zero-tolerance policy
regarding abuse of any kind.

If you experience abusive
behaviour, you can contact

Take-care-confidential@ruc.dk

The HR department at RUC
will receive your email and
will deal with the matter
confidentially

Specific resources

Children

If you have or get children during your studies, then you are eligible for more SU or caretaker supplement. Furthermore, there are day-cares, kindergartens and schools located close to RUC.

Exam anxiety

If you are struggling with exam anxiety, then you can seek help or support at Studenterrådgivningen.srg.dk

Disability and special needs

If you have a disability or a special need, such as dyslexia, you can always talk to a study advisor about your needs at the university. You can also apply for a SU disability supplement and Special Education (SPS), in the form of technical aids, study support hours, ergonomic aids.

StudentHub

At Roskilde University, we have gathered guidance, SU, exemptions, credit, exchange and much more in one place. In the Studenthub, you can find study advisors, the SU office, and answers to administrative questions. It is located in building 1, right next to the canteen.

Study- and Career Guidance

The Study- and Career guidance is located in the Studenthub and can help with how to plan your studies, help with exemption options, internships, jobs and career opportunities etc. So, stop by Studenthub if you need help with the administrative stuff or if you need guidance.

Psychological help

As an RUC student, you have access to **completely free** psychological help, regardless of the reasoning behind it. Contact the student counseling if you need help.
srg.dk/en/få-hjælp/

Unions

A union advises, assists and negotiates wages and employment conditions for its members. It is an interest organization which actively tries to influence the labor market and educational conditions to benefit its members. Some unions offer membership to students at discounted rates. In addition, most unions also have cheap student insurance.

The Student Council

Have you encountered an issue during your studies here? We can help with information on where to seek help if you have been mistreated. The Student Council is located on the first floor of the Student House in building 13.

Study Environment Tutors

If you need someone to talk to about the study environment or if you have any good event ideas for you and your fellow students, then reach out to your local study environment tutors or your team coordinator.

Chapter 5

Encyclopedia

We understand that it can be overwhelming to start at RUC, since you will be fed a lot of information during the introperiod, and it is impossible to remember it all. Therefore, we have devised this section of the student handbook, which covers some of the common university language. You may use it to look up words that you encounter here throughout your studies.

Lastly, the chapter covers a short description of some RUC student organisations which you can join!



Unilexicon

UNI-LANGUAGE

Academic Books

During your studies here, you will need to get some academic books which your course responsible will link to. Academic Books is a nonprofit where the profit goes to improving the study environment at education institutions.

Academic Council

The Academic Council is the advisory body for the rectorate. Our rector Hanne, professors and students have positions in it. Here, the students can influence major decisions that are taken at the university, such as the master's reform, the relocation agreement, etc. There are elections for the Academic Council every year, and the Student Council has representatives from all institutes to ensure that all students are represented.

Courses

Your education is made up of a lot of courses and projects. Some courses are mandatory, while others you can freely choose which course you want. You can find more information about the various courses at study.ruc.dk, which is RUC's online course catalogue.

Department

A department is home to a group of similar subjects at the university. At Roskilde University we have 4 departments: Communication and Humanities, People and Technology, Social Sciences and Business and Natural Sciences and Environment. The departments are led by a dean, who is advised by a department council, where both administrative staff, researchers and students are represented.

Department Council

The department councils consist of students and staff who advise the departments' management on the development of the departments. Here, the students can influence major decisions that are made and implemented at the institutes. There are elections for the department councils every year.

ECTS

The size of your subjects is measured in ECTS points. A regular semester's work is standardized at 30 ECTS points. You can thereby assess the size of your subjects by seeing how many ECTS points they are worth.

Eduroam

Eduroam is the wireless network used at the university. You must install eduroam and log in with your RUC login. When you are logged in to your device, you will have an internet connection at both Roskilde University, but also other universities, should you happen to come across other universities one day.

Exam

At Roskilde University, there are several different types of exams. There are, for example, written homework assignments, written invigilated exams, oral exams, active participation, etc. Each course has a description which determines how the course is assessed and passed.

Intra.ruc.dk

Intra.ruc.dk functions as an online platform that you as a student can use when you are looking for practical information about your studies, campus, or something else entirely. This page contains links to other platforms that you will need to use in connection with your education. This could be, for example, ordering a student card, parking permit, or renewing a password. The site thus functions as a toolbox for online platforms.

Moodle

Moodle is a particularly important platform that you must familiarize yourself with during your education. Here you will find an overview of your courses and thus what you should prepare or expect from the individual

courses. It is important to familiarize yourself with this platform as your teachers will also use it to inform you and your fellow students about changes etc. related to the course.

Project

A project is a bit like a bachelor's thesis. But fear not, there are not as high expectations as with the bachelor's thesis! In a regular full-time semester, you will write one project. A project is a written assignment focused within one or multiple courses. The project is largely influenced by your own interests, as you choose the topic entirely yourself, naturally within the scope of the course. The project starts at the beginning of the semester and is concluded at the end by handing in the written product, which you will later present and defend in an oral examination. In addition, you will be assigned a supervisor who is a researcher or teacher, who will help you guide the project. Project work typically takes place in a group format.

Rector

The Rector is the chief person responsible for the day-to-day management of the university. Since 2014, Hanne Leth Andersen has been employed as rector at RUC. She is the only female rector among the Danish universities and was appointed a Knight of the Legion of Honor in France in 2021.

RUCmail

All students and staff get their own email, which also serves as your RUC login. It is important to check your email often, as this is where messages from lecturers, the student administration and other relevant messages from the university come.

Scientific literature

Before classes begin, a syllabus list is made, which can be found on academicbooks.dk. It is your responsibility to buy or borrow the books you need for your courses. You can also find additional non-fiction on the web or in the library. In addition, you can find used books on various Facebook groups if you want to save some money.

STADS

STADS stands for student administrative data system, and it is the system you must use when you register for courses or projects during your education. Furthermore, you can use the page to check your results in the overview of recently completed or previous exams. It is also this page that you will use later in your education when you have to register for the bachelor and thesis assignments. You can log in to STADS at stadssb.ruc.dk.

Student ID

All students can order a student card at intra. The student card acts as a key card, so you can enter the buildings you are entitled to at times when the university may not be open. In addition, it can get you discount rates at some shops, museums, etc. Finally, it also works as an identification card for exams so remember to bring it to the exam.

Study Board

The study boards are the bodies that make decisions about the content and structure of your education. They decide on courses, projects, and exams. In addition, they also process applications for exemptions if you e.g., will need to apply for an additional exam attempt. The study boards consist of 50% students and 50% academic staff, and there are typically elections for the study boards once a year.

Study Environment Tutors

At each of RUC's institutes, some students have been employed as Study Environment Tutors. Their task is to support the social and academic study environment at the institute for you and your fellow students. They facilitate different events which are often suggested by students or other members of the faculty. If you need help with anything during your studies or have an event idea, then you can visit their office or send them an email.

Study regulation

The study regulation describes which study elements your studies are made up of and what is required of you to pass them. The study regulation is therefore the most important document in planning your studies - so make sure you familiarize yourself with it!

Study.ruc.dk

Study.ruc.dk is RUC's online course catalogue. It is where you will find information about which courses are supplied, in-depth descriptions of the course, its learning objectives, assessment criteria, form of examination, expected workload, etc.

Subject Councils

Subject councils are the student organizations that represent the students locally at the departments. The subject councils' activities and projects depend on what is happening at their institute. You will often see the subject councils participating in the development of the educations in the study boards, hosting academic-themed days and social events. In other words, the subject councils are a place where you can have a direct influence on your education and your study environment.

TAP

TAP is an abbreviation for Technical-Administrative Staff, which is all the employees at the university who are not researchers or teachers but who helps make RUC run around and hang together.

Team Coordinator

When you start at RUC, you will be linked to what we call a basic team during your first year. Each team has a team coordinator who is responsible for ensuring coherence between the lecturers and students within the team. Sometimes, they invite the academic committee in for a meeting to evaluate on certain aspects of the semester.

Tutor

A tutor is a student who has been given the task of welcoming the new students to the university. The tutors are responsible for holding rustrips and planning the intro weeks. In addition, they can help you answer all kinds of questions about your studies and the university.

University Board

As the university's highest authority, the board is tasked with safeguarding the university's interests as an educational and research institution. The board consists of 5 external representatives, 1 VIP representative, 1 TAP representative and 2 students, who are elected for a 2-year period at the university election. The Student Council also run for the seats in the university board, to ensure that the students' interests are considered in the highest authority of the university.

If you have any questions regarding the unilexicon, then you are more than welcome to come by our office or send us an email at: contact@sr-ruc.dk

University Election

Every year there are elections at Roskilde University for the Academic Council and various study boards. It is important that all students vote, because it shows the management that the students care about what happens at the university and their education. It is the students' opportunity to show that we want to have an influence on the decisions regarding our education. In addition, it supports the democratic processes and strengthens our student democracy. Among other things, the Student Council runs for the seats during the election and is always happy to talk about the university, what can be improved, a general chat or to answer any questions you might have.

VIP

VIP is an abbreviation for scientific personnel, which means researchers and teachers.

Organisations

At RUC, we are very proud of the many student organisations that you can join. We really recommend you join in on this amazing study environment that RUC has to offer regardless of what your interests may be.

Boardgame Ministry

This is a boardgame club for RUC students which is 100% student driven. Their purpose is to create a community around board- and card games (incl. DnD) for students. They have a wide range of games, so if you are curious then join them on Fridays at 17 in the small library of the Student House. There will be snacks and drinks, and you can also contact them via Facebook.

EDUKitchen

This is an international food community driven by volunteers. They cook together in the Student House every Wednesday on the first floor. If you wish to check out their events, then you can find their Facebook 'page which has more information.

Queer Culture Club (QCC)

Queer Culture Club is an organization at Roskilde University, working to spark queerness into campus life. They work to facilitate queer community and culture on campus through entertaining and educational events. The QCC works from an intersectional framework, to bring both a norm critical and inclusive space into existence at RUC, through collaborative community work, around the needs of the community. Their offices are located in the Student House on the ground floor.

RUCBAR

It is an organisation 100% driven by students with friendly prices. They hosts many different types of events which you can help plan. If you are interested in joining their lovely community, then you can find them in the Student House on the ground floor or send them a message on Facebook to hear more about them.

RUC Brewery

This is the local brewery at RUC which consists of a group of volunteering students. If you would like to hear more about their activities and how to join, then you can send them a message on Facebook.

RUC Choir

This community is for anyone who wish to sing in a rhythmic repertoire and to become a part of a social community. If you wish to join the choir, then send them a message on Facebook or show up on a Thursday afternoon in the Student House on the first floor.

RUFF

This community consists of volunteer students who all share the same interest in fishery, hunting and nature. The purpose of the community is to create a network where members can meet others who share the same interests, which will enable an interchange of experience. In RUFF, they care about sustainable use of nature by creating mutual respect with room for hunting or fishing and still ensuring future generations' enjoyment of nature. Check out their Facebook group if you wish to join!

RUC Sound

This is an independent group that facilitates lights and sound at different large events at RUC throughout the year or during the introperiod. If you wish to join, then you can send them a message on Facebook.

RUC Sport

This is a volunteer sports organisation at RUC, and it manages the campus gym and hosts different activities. The organisation is a non-profit, and you can contact them through Facebook.

Subject Councils

The Student Council consists of representatives from the four subject councils and other members who gets elected at the general assembly. It is your local subject council that is tasked with improving your education and improving the study environment. The subject councils are the Student Council's eyes and ears on the various programs and are thus the key to us being able to take care of all the

students' interests. So, if you would like to help improve your education or your study environment, join your subject council!

The Student Council

The Student Council is all RUC students' united interest organisation. We were founded in the same year as RUC itself, and we are fighting for the interest of every student. We have representatives in our board from each of the subject councils to ensure a wide range of representation. Furthermore, we work towards improving the study environment and the education across campus. We are also responsible for the introperiod and the student handbook which you are currently reading. Find us on Facebook or sr-ruc.dk if you wish to join or get in contact with us.

THICC

This is an international party/social committee that hosts events for all RUC students with the focus of creating a better study environment for the international students, and to build a bridge between the Danish and international students at RUC. If you wish to join them, then you can send them a message on Facebook.

There are more organisations at RUC, so don't hesitate to contact us!



See you at an amazing party when there's Viking regatta in Folkeparken in Roskilde, during the intro period!
All the different new teams at RUC compete against each other to determine who the best new students are.



Remember to nominate your tutors for the Tutor Award in 2023!

Roskilde University has won the award multiple times because we make a tremendous effort to provide you with the best intro period imaginable! So, join us in acknowledging our work by nominating the wonderful tutors for the DM Tutor Award!

Nominations must be made on the Facebook page DM og MA studerende.
facebook.com/DMogMAstuderende



Would you like to go to Roskilde Festival in 2024 with your friends from Roskilde University? Then become a volunteer with your Student Council at the festival!

Find us on Facebook "Frivillig på Roskilde Festival med Studenterrådet RUC" or scan the QR code

Or contact us on festival@sr-ruc.dk





YOUR STUDENT COUNCIL PRESENTS

SPECKTORS AT THE SEMESTERSTARTSPARTY

8TH OF
SEPTEMBER

STARTS AT 18.00

FREE ENTRANCE

IN THE CANTEEN IN
BUILDING 01

ONLY FOR RUC STUDENTS

