

Student Handbook





Welcome to the Danish School of Media and Journalism - DMJX. And welcome to Denmark.

We hope our school and the international environment in it will give you both professional and social challenges over the next semester. This guide can hopefully help you and answer some of your questions.

You will meet a variety of permanent staff and both national and international guest lecturers from the media. We look forward to having you as a student for the next semester, and hope you will settle in and be a contributing part of the environment.

At DMJX we have more than 1,900 full time students and our bachelor programmes cover the entire media range – from journalism to advertising and from project management to hands on production. At DMJX we have a practical ‘learning by doing approach’ at the heart of everything we do.

By engaging, learning and collaborating you will create a network of fellow students and teachers which will be a benefit for your future professional life in communication. You become part of a strong alumni after leaving DMJX. Hopefully we can contribute to your process of learning and understanding the many varieties of communication in an international environment.

Welcome and see you on campus.

Publishing Broadcasting
Making Seeing Discussing
Learning Changing Designing
Seeing Challenging Writing
Coding Developing Drawing
Planning Composing Executing
Directing Choosing Affecting
Questioning Producing Posting
Writing Creat



A Warm Welcome from DMJX International

- Anna Nejrup
International coordinator
incoming students Aarhus
- Xavier Lepetit
International coordinator
incoming/outgoing students
Copenhagen
- Elisabeth Bjarløv
International coordinator
outgoing students Aarhus
- Inger Munk
Head of International
Department
International Partnerships
- Trine Nielsen
Rector of DMJX



How to
get there

Denmark – and thereby Copenhagen and Aarhus – is a nation of bikes.

Furthermore the public transportation system is quite well functioning and it's possible to get to both campuses from the cities central train stations by train – and without having to change trains.

You can even bring your bike on most trains. Note that it's not possible to buy a ticket in the trains or at most stations except the central stations. For more information on tickets and alternatives please see the central page on the Danish travel card (Rejsekortet).

- Regarding Danish travel card (Rejsekortet)
- Regarding tickets in Copenhagen
- Regarding tickets in Aarhus

DMJX in Copenhagen

The easiest way to get to DMJX in Copenhagen from the city center is to take the S-train. Board the A-line towards Farum and get off at Emdrup Station. From there it's only a few hundred meters walk to:

DMJX Copenhagen
Emdrupvej 72
2400 Copenhagen NV

DMJX in Aarhus

The easiest way to get to DMJX in Aarhus from the center of the city is to go by bike. You can also take the Letbane or bus 2A to Storcenter Nord/ Paludan Müllers Vej and walk for about 6 minutes (500meters) to:

DMJX Aarhus
Helsingforsgade 6A-D
8200 Aarhus N



Student Services

As a student at DMJX you have access to counselling and advice from different parties.

Your main point of entry is the International Department that offers help with everything from the practical to e.g. situations, where you feel challenged mentally or with your work.

Contacts at the International Department are:

Anna Kathrine Nejrup

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Incoming students
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Facilities

Computers

When attending courses in Graphic Design, Interactive Design, Photographic Communication or Creative Communication you will get a work station with a stationary Mac for the duration of the course. Students attending the rest of our courses have access to computers, but most of the students prefer to bring their own. Students who prefer to work on their own computers are able to use the school's free wireless network.

Email

All students are granted a DMJX email to be used during their stay in Aarhus or Copenhagen. The email address is needed in order to make print-outs and to get access to school computers and the wireless network. Official messages from the school are sent to this email address. The DMJX-email is closed one month after the course has ended.

Photocopiers, printers and other equipment

Both schools (Aarhus and Copenhagen) are equipped with photocopiers and printers, and as a student you'll get an account, allowing you to pay for prints. As a rule we have the equipment – e.g. special printers, cameras, studios for radio and tv, needed as a consequence of our hands-on-approach to learning.

Library

The school library and the Danish Media Archives are at your disposal. There are a variety of international papers and magazines and staff to help you. There are also computers specially set up for international wire services and databases.

Food and beverage

In both Aarhus and Copenhagen there's a cafeteria, where it's possible to buy food and beverages – including coffee.

Social life at the school

The facilities for TV and radio in Aarhus are used for voluntary TV and radio production outside school hours as well, and it's possible to join these voluntary activities. In Copenhagen there aren't activities like this but often the students stay at the school outside of school hours – working on e.g. homework or material for (inter)national competitions.

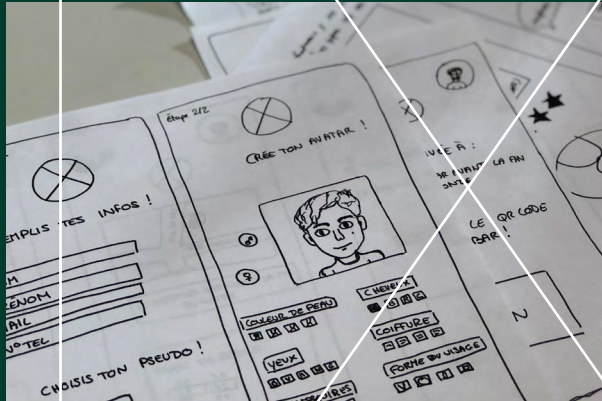
Friday Bar

Students at DMJX have their own bars. In Aarhus it is situated on the ground floor and is open every Friday from 14.15 until 24.00. In Copenhagen it's in the basement and it's open on selected Fridays through the year from 15.00 to 24.00.

- The bars are managed by student volunteers.

Access to DMJX evenings and weekends

It's possible to stay and work at the school 24/7. After lectures, the students often stay around the school to work or socialize, and as deadlines for large projects approach, lights can often be seen burning all night and in the weekends. If you need to work at the school outside of opening hours you must have a personal access card.



Studying at DMJX

At DMJX we have a strong focus on learning by doing with assignments in the real world, cooperation with organisations and partners from the media world, group work and a general hands on approach.

This affects the entire study culture and means that we have some rules and procedures that everybody has to follow. In particular we call your attention to the following facts:

- Be punctual in class. Classes start on time.
- Inform the teacher if you are not able to come to class, and if you are ill.
- Respect deadlines.
- Respect that the people in your class and/or work group are dependent on your work.
- If students fail to submit work by a deadline without first requesting permission for an extension and being granted an extension, the work will not be accepted and the result will be a fail.
- Observe the program policy and the rules on plagiarism and fabrication.
- Bear in mind that representatives from the media world, sources, experts or people that you meet as a part of assignments and your school work should be treated cordially and respectfully. You should honour any promises made to them.

Attendance

Due to the working style at the Danish School of Media and Journalism where group work and coaching have a high priority, students are expected to attend all classes. If it happens that you for some reason cannot attend class, you must call and inform the school. In order to pass a course you must in principle attend all classes. Exceptions can be made if you show a medical certificate and/or you make an arrangement with the teacher.

Phone

We expect that you have a mobile phone when you arrive, and that you buy phone cards for your mobile upon arrival. The mobile is an important part of your equipment in the (educational) world of media and communication. For long distance calls, we advise students to buy global cards/other cards and/or use Skype.

Grading

All international courses are full course load semester programs run in English. Some courses are graded passed/not passed. Some courses are graded by the Danish grading system; please see the conversion table for ECTS and US equivalents. If grades are needed, all courses may be graded; this requires that an agreement on this is made in advance with the Education Administration of DMJX.

Students' activities are graded based on active attendance at lectures, preparation for the lectures, participation in group work, written and other assignments, punctuality and in some cases examinations.

Workshop teachers may have to ask students to redo, correct or adjust specific tasks or assignments in case of these being insufficient. No student who has received a passing mark for an assignment will be permitted to resubmit in order to gain a better result; the first result stands.

Each student has three chances to obtain a passing mark for each course. Special regulations apply for the final project.



When you receive your DMJX log-in you can find information and read about the rules for re-examination and assessment in our student information system [itslearning](#).

Comparative table of grading systems:

The Danish 7-point marking scale		*ETCS grade	**US grade
12	For an excellent presentation that demonstrates a high level of command of all aspects of the relevant material and containing no or only few minor weaknesses	A	A+
10	For a very good presentation that demonstrates a high level of command of most aspects of the relevant material and containing only minor weaknesses	B	A
7	For a good presentation that demonstrates good command of the relevant material but containing some weaknesses	C	B
4	For a fair presentation that demonstrates some command of the relevant material but containing some major weaknesses	D	C
02	For a presentation meeting only the minimum requirements for acceptance	E	D
00	For a presentation not meeting the minimum requirements for acceptance	FX	F
-3	For a presentation that is unacceptable in all respects	F	F-

* ECTS: European Credit Transfer System

** US grade is compared with www.discoverAbroad.com



Arriving in Denmark

Residence permit

Most students residing in Denmark for more than 3 months need a residence permit. Be aware that there are different procedures for EU, non-EU and Scandinavian students.

→ EU students

If you are a citizen of the EU, you must apply for a residence permit within 5 days of your arrival. Bring the following for the residence permit application:

- Passport
- Letter of admission from the Danish School of Media and Journalism
- 2 passport-sized photographs

Depending on which campus you are going to study at, the permit may be obtained at:

Students at Campus Copenhagen

Statsforvaltningen Hovedstaden
Borups Allé 177
2400 Copenhagen NV

Students at Campus Aarhus

SIRI
Åboulevarden 31, 1st floor
8000 Aarhus C

→ Non-EU students

If you are a non-EU citizen, you must apply for a residence permit before arriving in Denmark.

DMJX will start the residence permit process online and provide you with all the information and a guide about how to proceed after you have been offered a place in one of our programs.

Please apply for your residence permit immediately after you have received the guidelines from the international office at DMJX, as the application process usually takes a considerable length of time (2-3 months).

Note that the Danish Immigration Service charges an application fee for processing your application. And they do not begin processing your application until payment is received.

→ Scandinavian students

If you are a Nordic citizen, you do not need a residence permit. However, if you are staying and living in Denmark for more than 6 months, you must have a CPR number.

Once you have your residence permit, you must apply for a CPR number.

CPR number

The CPR number is used in all aspects of life in Denmark, such as when in contact with the health authorities, libraries, banks, etc.

→ How to Apply for a CPR Number

You must apply for a CPR number (Civil Personal Registration Number) at a Municipal Citizen Service Centre, called Borgerservice.

The municipality you live in determines what Borgerservice Centre you belong to.

As soon as you have received your residence permit, go to the local Borgerservice Centre to apply for a CPR number.

Bring your:

- Passport
- Residence Permit
- Rental Agreement

After 6-7 weeks you will receive a card with your personal CPR number, which also serves as your health insurance card.

Health Insurance

A personal health insurance card gives you the right to free medical treatment in Denmark.

You must arrange insurance for the first 7 weeks. Because it takes 6 weeks for you to get your personal health insurance card with your CPR number, you will need health insurance cover for the first 7 weeks after your arrival.

When you get your health insurance card you are covered. When you receive your personal health insurance card with a CPR number, you are then automatically included in the Danish Health Insurance Scheme, which gives you the right to free medical treatment by general practitioners, and in hospitals.

Remember always to bring the card with you when seeing your doctor or your dentist. Name, address and phone number of your doctor will be printed on the card.

Accommodation

Let us arrange your accommodation while you are in Denmark, or try to find housing yourself.

→ Halls of Residence

The Danish School of Media and Journalism can provide a room for you in Aarhus and Copenhagen (just specify it in the application form).

Living with Danish students is a good way to learn something about the local culture and perhaps even a little Danish.

→ Private rooms

To be found by yourself in Aarhus or Copenhagen. Be aware that it is difficult to find accommodation in both Aarhus and Copenhagen.

Depending on which city you live in, the monthly rent will range from:

- Aarhus: DKK 2,500-2,800.
- Copenhagen: DKK 2,700-5,000.

How much money will I need?

The average costs for studying one semester at Danish School of Media and Journalism.

Housing via the international office

Rent for a semester (6 months): approx. 15000 DKK (2030 Euro).

Living in Aarhus

3 months deposit (refundable according to the state of your room after you leave Aarhus):
7000-8000 DKK= (1000-1100 Euro)

Living costs in Denmark

24000 DKK (3200 Euro), 4000 DKK per month.

Study trips

Approx. 3000 DKK (400 Euro).

Books and teaching materials

Approx. 500 DKK (70 Euro).

Please see the course description for teaching material and research trips.

You are supposed to bring your own smart phone and computer.

For information about Denmark and studying in the country please visit:

- Study in Denmark
this also includes advice on how to learn basic Danish for free

For additional information on Copenhagen please visit:

- Visit Copenhagen

For information on Aarhus please visit:

- Aarhus Kommune
- Visit Aarhus

The webpages above give you a comprehensive introduction to Denmark and the two largest cities of the country but we have to add that no visit is complete without visiting:

- Tivoli (in Copenhagen)
- Aros (in Aarhus)
- Moesgaard Museum (in Aarhus)
- The birth place of H.C. Andersen (in Odense)
- The national parks of Denmark
(if you are a nature lover)

Learning Danish

The School offers a short and basic cultural Danish language course for complete beginners as part of the introduction week. For longer and more intensive courses you need a Danish personal registration number (CPR No.) in order to attend. (It is not possible to apply for a CPR No. before you are actually in Copenhagen or Aarhus).

If you want to learn and practice Danish before coming to Denmark (which is not necessary to attend the course or engage in social life but may be nice and/or funny) see e.g.:

netdansk.asb.dk, www.dansk.nu or www.speakdanish.dk (with a fee)

DMJX is a place for unfolding stories. Dreams still to follow. Of ideas waiting to hatch. Because the world is full of new talents, voices and perspectives yet to be heard, and we believe in being a platform for them.

At DMJX we have the tools and framework, but the rest is up to you. Only you can fill in the blanks and determine which way we'll go. So code it, create it, design it, compose it – and make it what you want. Fill in the blanks you see in the world, and write the future now.