

Guidance for students

How to register for DCC courses

In order to follow the courses you have to register. By doing that you automatically sign up for an exam. You find a registration form on our website, fill it in electronically and send it to dcc-registration@hum.ku.dk from your KU-mail. If you do not yet have a KU-mail, print the registration form, please fill it in, sign it and send us a scanned version or hand it in to the DCC staff in connection with a lecture.

Please, notice that a course on a specific topic may be a course under a subject element with a different exam name. E.g., Sustainable Denmark will be under Denmark, Europe, and Globalization. Do not let this trouble you. The name of your actual course will be reported to your home university on your transcript.

In order to register you have to be enrolled at The University of Copenhagen. If you are a Full Degree student at KU, please contact Maria Frantzoulis (frantzoulis@hum.ku.dk) to discuss your options.

International students enrolled at other universities or educational institutions must have a written permission from that institution saying that they will transfer the relevant ECTS-units to Danish Culture Courses.

All students and other persons, who take an interest in Danish Culture Courses can apply for admission through The Faculty of Humanities' Guest Students programs. You will find all relevant information on: <http://humanities.ku.dk/education/guest/>.

Exchange students are expected to take on a full course load of 30 ECTS each semester. It can however be difficult to sign up for precisely 30 ECTS. Therefore the University of Copenhagen has approved a minimum and maximum range of 22.5 ECTS and 35 ECTS per semester. If you exceed that, you have to withdraw from one of your courses in order to sign up for Danish Culture Course.

There are no limits concerning the number of students at Course in Danish Culture. At all the courses with a special topic, there is a maximum of 60 students. Students will be registered according to the date and time we receive the registration form.

Teaching

When you are registered, you will automatically get access to Absalon, the electronic teaching administration room, where you will find all relevant information about each course.

Most of the teaching program will be lectures, but especially on the smaller courses on specific topics, there will be room for discussions. Some of the teachers experiment with flipped learning and streaming of lectures. Quite a lot of the teachers make a power point version of their lectures available for students on Absalon.

In most of the courses, we offer a number of interesting excursions and study events as part of the teaching. You are welcome to bring along relatives and friends. However, there has to be room for the actual students in the busses. It is normally not a problem at excursions with Course in Danish Culture, but it may be at the smaller courses. Enrolled students will then have first priority.

On Course in Danish Culture, there is one exam with active participation. It is your own personal responsibility to show up at the lectures and put your signature on the list. Any form of cheating with signatures is a serious offence and could, in worst case, result in relegation from the university.

You are kindly requested to behave nicely towards teachers and assistants and to keep quiet during lectures. If not, you may be asked to leave the lecture room.

Exam

When you register for a course you are automatically signed up for an exam.

The deadline for withdrawal from an exam is the same as the registration deadline.

If you want to change your exam at Course in Danish Culture, the deadline is in the beginning of March for spring term, in the beginning of October for fall term.

At Course in Danish Culture, you can pass by attendance (CDC1). Please, bear in mind that it is not possible to get an exemption whatever the reason may be. You do not receive a grade from the 7-point grading scale for exams by attendance, but a passed/failed grade. Please, check, if that is problem for your home university.

The exam on the courses on special topics, e.g. Cinema, Mythology etc., is a written take-home assignment and handing in a synopsis of 2-3 standard pages. In this connection, you can ask your examiner for help and guidance.

Your syllabus is the reading material for your course. It could be a binder, books or reading material available on Absalon. Binders are sold at Campus Print in room 11A-0-02 at KUA2. If you write a paper on a special topic, you are of course free to use other material.

A collection of relevant books is available in the reference library. These books are only to be studied in the library, cf. list of books that you can find on Absalon. The library is located at the SAXO Knowledge Center 13B 2nd floor at KUA2.

Around midterm - see Absalon for the precise date - you have to upload a topic on Absalon to be approved by your examiner. This does not apply for CDC2, which is a written take-home assignment with a set subject. In connection with a written assignment, you can ask your examiner for help and guidance either by mail or at an arranged meeting.

Instructions for Writing Papers at Danish Culture Courses:

1. A primary requirement is that papers are analytical rather than merely descriptive. This means that your paper must analyze a problem or issue:

- -E.g. If you write a paper on Danish foreign policy you cannot simply list actions taken. You must explain why!
- - If you write a paper on the Danish High School movement you must explain why it arose at the time it did and why it acquired certain characteristics in contrast to other educational institutions.
- It is important that all points are substantiated. What you "feel" or "think" is not enough. There *must* be references (footnotes or endnotes) to the materials you have used during the course and/or when researching for the paper.

2. The paper should be clearly structured, consisting of the following elements:

- - Front page: This is not obligatory. You should include the title of your paper, but formalities like your name, KU username, uploading date, course title and total amount of pages will be automatically saved when you upload your paper (see 5).
- - Index.
- - Introduction: presenting the topic, question that you are going to investigate.

- -Method: Describe the methods used if relevant
- -Theory: Describe the theories used if relevant
- - Discussion of the relevant information and hypotheses relating to the topic/question.
- - Conclusion (discussing the findings and make sure it relates to the topic/issue presented in the introduction).
- - Works cited, i.e. list of literature used (make certain that your sources are up-to-date).

3. Papers will be graded not only with regard to content. Furthermore, organization, spelling, clarity of expression etc. will be taken into account.

The length of the paper should be as assigned, no more, no less. One page equals 2400 units (incl. letters, digits and spaces). The front page, index and list of literature are not included in the total number of pages, but footnotes are. Please be aware that not all writing programs automatically count the footnotes. Please remember to add page number on every page.

4. Quotations and paraphrasing should be used very sparingly. You are supposed to write the paper yourself, not to put it together from other people's statements. If you paraphrase, however, be certain to state your source as accurately as possible so that the original source can be exactly identified. Failure to acknowledge sources is considered plagiarism.

Plagiarism is academic dishonesty and will result in papers being failed or either temporary or permanent expulsion. Visit <http://en.stopplagiat.nu/> for further information about plagiarism and how to avoid it.

5. The paper must be handed in as a PDF file in the Digital Exam program accessed through kunet.dk. For information on Digital Exam please see [KUnet](#). Papers handed in after the deadline will not be accepted.

After evaluation of the exam the grade or result is automatically added to your transcript and reported to your home university by The Office of International Education & Grants. Your grade will be published on KUnet Self Service four weeks after the deadline for submission of exam paper.

If you do not pass the exam, you will have the option of a make-up exam/re-exam, normally in February and August.

For special circumstances or illness, please see [KUnet](#).

For complaints and appeals, please see complaints options on [KUnet](#).

For further information:

Website: www.danishculturecourses.ku.dk

Facebook: www.facebook.com/danishculturecourses

Mail address: dcc@hum.ku.dk

Registration for courses, please send your filled in registration form to dcc-registration@hum.ku.dk