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# Vector book 2020

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Study start at DTU  
Written in  $\text{\LaTeX}$   
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## Vector 2020

Dear Vector20,

Welcome to your year as vector, where you will take part in forming an energetic study start. It will be difficult, challenging, exciting and fun. You will gain new competences, new friends and experiences for life. We have seen you shining, and now you are ready for the education days! This book will help you on your way during your time as vector. It is therefore also important that you read this book, so that you you know where to find the information when you need it. In the vector book you will find, among other things, useful advice for planning a **rustrip**, having cake meetings and for taking care of your russes in the best way possible. To supplement the book, there is also a wiki, where you can find information on many cabins, songs and much more.

Your most important task as vector is to create the best possible frames for the russes, in order for them to get the most out of their time at DTU. This is our core, and we hope it is yours!

Your great love,





## 1 Who is KABS20?

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BEng. Civil Engineering  
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**Rikke Brauer  
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BEng. Global Business  
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**Bjarke Nilsson**



BEng. Electrical  
Engineering  
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**Karoline Broskov  
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BEng. Food Safety  
and Quality

**Frederik Lenk**



BEng. IT and Economics

**Mads Hyre-Jensen**



BEng. Chemical  
Engineering and  
International Business  
BEng. Chemical and  
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**Tim K. Hammer**



BEng. Mechanical  
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## 2 KABS

The coordinating organ for the entirety of the study start, is Koordinering af Bachelor Studiestarten/*Coordinator of the Bachelor Study Start* (KABS). Every Thursday KABS meet to discuss how the study start should proceed, and to make the overall decisions about the study start.

### 2.1 Making use of KABS

As a vector you can experience a lot of different situations, that you don't always know how to handle. It is important to know, that KABS will always be available to assist you. The natural thing is to turn to your study programme KABS or cross KABS, but you can just as well turn to any of the other KABS for help. Remember that your vector group can provide you assistance as well.

If you find yourself in a difficult situation and don't feel your vector group, study programme KABS or cross KABS can help, then you can turn to the trust KABS. In KABS20 it is Tanja Sølvsten and Benjamin Büll Elsholm that hold this position. They are always ready to listen, talk or provide advice if the need arises. If the situation calls for it, they also know who to refer you to, for professional help. As a new student also receives the offer to turn to their KABS, it is important that they know who is KABS of their study programme and what they can use KABS for.

That's why it's important that you, as their vector, makes sure to let your ruses know about their study programme KABS and how they can be of use. You are, of course, always welcome to contact us at [dtu.kabs@gmail.com](mailto:dtu.kabs@gmail.com).

### 3 Principles and Guidelines for the Bachelor Study Start

Principles and guidelines for the bachelor study start have been developed by KABS and the board of PF, and approved by the Joint Council, which is the highest organ of Polyteknisk Forening. The principles and guidelines are revised if need be. They must be respected without exception.

Here is a list of of important points from the principles, followed by the guidelines. It must be emphasized that all vectors must have read and understood the entire document on principles and guidelines (can be found in New in the Joint Council on PFs website).

#### Selected points from the principles

- The study programme vector team consists of vectors hired by the same study programme and the associated KABS.
- If several vectors follow the same team, they are all regarded as study programme vectors for the team
- The meaning of crossvector group is the team of vectors arranging a rustrip
- It is important that all the vectors of Polyteknisk Forening understand that the rustrip is for the russes
- It is the responsibility of the vectors and KABS that the students have an alternative to the events that involve alcohol during the entire study start period.
- The guidelines for the bachelor study start are written to protect the russes, and violation of these must be taken seriously, and can in most cases lead to being fired.

#### **Guidelines for the Bachelor Study Start in Polyteknisk Forening**

This paper describes the guidelines that must be complied with by all those involved in the Bachelor Study Start. ‘Those involved in the Bachelor Study Start’ are Coordinators of the Bachelor Study Start (KABS), vectors, rus mentors, cabin bums, as well as official guests at study start events.

The term ‘be with’ used in the paper means kissing, sexual relations, or any other form of romantic relationship.

#### **Obligations and restrictions**

##### **Coordinators of the Bachelor Study Start (KABS)**

- KABS must participate in the first-aid training, the ‘OPTur’ training trip, and the ‘rustrip’ introduction trip. However, they can be exempted from the remainder of the programme if it is practically impossible for them to participate.
- In connection with study start-related events, KABS must be able to undertake the necessary responsibility at any given time. This means that they are, as a minimum, able to fetch the person responsible, if necessary.

- KABS must participate in minimum one student council meeting before the introduction trip and minimum one student council meeting after the introduction trip.
- KABS must endeavour to participate in all study programme and interdisciplinary vector meetings during the spring semester and any preparatory trips.
- KABS must not abuse their role in relation to russes or vectors in any way.

### **Vector**

- Vectors must participate in the first-aid training, the vector training and educational days, all training activities on the 'OPTur' training trip and participate in the 'rustrip' introduction trip.
- In connection with study start-related events, vectors must be able to undertake the necessary responsibility at any given time. This means that they are, as a minimum, able to fetch the person responsible, if necessary.
- Vectors must participate in at least one student council meeting before the study programme start and subsequently offer their student council to collaborate on introducing the russes to their student council and its work.
- Vectors are under an obligation to arrange and hold a weekly meeting with their study programme russes until the conclusion of the russes' first semester. They are also under an obligation to offer the russes two meetings in the russes's 2nd semester.
- During the russes's first semester, the vectors are responsible for arranging minimum two social events for the russes of the whole study programme, at least one of which does not encourage binge drinking. The vectors must also endeavour to participate in these events. At least one academic event must be held within the study programme as well as an all-day event aimed at networking. A cabin trip may include both.
- Vectors must endeavour to participate in all study programme and interdisciplinary vector meetings during the spring semester and any preparatory trips.
- Vectors are expected to participate, to a certain extent, in PF events during the russes's first semester, but they are not required to participate in the planning thereof.
- Vectors are expected to contribute to a positive team spirit across the study programmes at DTU.
- Vectors must not abuse their vector role in relation to russes in any way.



### **Cabin bums**

- The introduction trip cabin bums must participate in the introduction trip and should also endeavour to participate in the interdisciplinary vector meetings in the spring semester, any preparatory trips, as well as subsequent introduction trip events.

### **Introduction week**

- The introduction week must include academic events, for example the Danish Society of Engineers (IDA) and the President of DTU's welcoming speech. The introduction week must comply with 'Guidelines for PF Cabin Trips'. During the rustrip, minimum two KABS or vectors must be sober at any given time. The KABS/vector will be responsible for being sober while on duty as a sober guard. As a minimum, KABS and vectors must stop consuming alcohol 16 hours before they are on sober guard duty. In addition, all event organizers (cabin bums excepted) must stop consuming alcohol no later than at midnight on the last evening of the trip and for the rest of the trip.

**Personal relations** A vector or KABS can choose to participate in vector meetings, so-called 'cake meetings' (lunch meetings), or in preparation for compulsory events for a study programme under which the person in question is not employed. If this occurs more than once, the person in question will be regarded as being part of the study programme vector group in question in relation to the following guidelines on personal relations.

- KABS must not be with study programme russes.
- KABS must not be with study programme vectors before the end of the KABS period.
- KABS must not be with cross vectors until after the evaluation of the rus trip.
- Vectors must not be with russes from the study programmes for which they are vectors until after the evaluation of the cabin trip or full-day event, whichever comes last. However, vectors must not be with russes from the vector's own study programme rus group before the expiry of the vector period.
- KABS, vectors, and cabin bums members must not be with rus trip russes before Saturday at noon in the third week in the semester.
- It is not permitted for anyone involved in the Bachelor Study Start to be with russes from the rus trip to which they are connected throughout the rus trip. 'Connected' means that they are planners or official guests.
- Persons connected with the Bachelor Study Start must not be with each other publicly on the rus trip.

*Guidelines specifically concerning study programme work, e.g. hosting weekly meetings with russes do not apply to weekend vectors.*

## 4 Vector

### 4.1 Terms of Employment

Your vector-contract is valid from thursday 28th of February 2020 to sunday 12th of February 2020. The weekend vector contract expires 30/09 2020. Once your contract expires your vector salary will be paid. In case you don't fulfill your contract or in other ways don't complete your vector task in a satisfactory manner, the appropriate sanction will be decided internally in KABS. Should the sanction be decided a firing, the vector salary will not be paid.

### 4.2 Evaluation

After the rustrip, the russes will be asked to evaluate both the trip, and you as vectors. These evaluations will be read and handled by KABS. This ensures that the experience gained can be carried over to later rus trips and that we in KABS have the opportunity to pass on the experience and feedback, negative as well as positive.

### 4.3 T-shirts

You will be given a vector t-shirt with a characteristic colour. This is to make you more visible for the new students. This t-shirt has to be worn on the intro-day. We encourage you to wear it as often as possible during the russes' first semester.

### 4.4 Drive

Your KABS will create a google drive for you to share agendas, summaries and other relevant documents. It is important for you to have access to said drive. You will be using the drive for planing the rustrip and the intro-day.

### 4.5 KABS's expectations

In KABS we hope and believe that you will be facing a fantastic year filled with fun and amazing experiences. During your year as a vector, you will be faced with responsibilities and KABS has some expectations of you.

First and foremost, we have a hope that you are a part of the study start to make a difference to the new students. To this end, we expect that you will take the work seriously and that you will do a satisfactory job throughout the entire period.

Your contract and PF's guidelines demand that you:

- Participate in OPTur.
- Participate in the education days.
- Participate in a first aid class.

- Organize and host the rustrip
- Participate in at least one student council meeting and invite your russes afterwards.
- Host the weekly cake meetings.

You have to help the new students by:

- Introducing them to PF, PF's student councils and PF's clubs.
- Keeping them orientated about relevant events.
- Making sure they, through the study start, get a positive outlook on PF.
- Make sure they are part of a functional cake team from their study program.

Furthermore we expect that you:

- Prioritize the vector position highly.
- Are accommodating and decent to the new students.
- Participate actively in vector meetings.
- Organize the rustrip on a preparation trip during the summer break (Exact dates are decided by your cross vector group).
- Organize and host the intro day the 23th of August.
- Participate in and/or host social events with your russes during their first semester.

## 4.6 Expectations of the new students

A new student at DTU has a lot of expectations of their new study. The expectations aren't the same from person to person, as they depend on how the study programme is presented to them. Normally vectors are the first experienced students that the new students meet. As a vector has contact with the new students throughout the first semesters, it is mainly their job to present the study programme to the new students. The following describes some of the expectations a new student might have of their vector and of their study programme as a whole.

From most there's an expectation to be informed. They expect that you know everything they might think to ask. It could be courses, their studies, their lectors, the databars or where they have to go, for exactly the information they need.

That's not what we expect! But it is important that you know of the essentials, and that you know where to seek more information, or where to send your russes.

A lot of new students have expectations of professional experience from their vectors, an expectation that you won't always be able to comply. Let's make one thing clear: A vector isn't a tutor. However, you can and should, be able to be used as a knowledge base.

Vectors who themselves attend the study programme that they are a vector of, have followed more of the same courses as the new students. This allows you to be able to talk a bit more about the subjects of the courses. Furthermore, it might be a good idea to have an idea of what electives the other vectors from your study programme has taken. That way, you can refer your russes to them.

It can often be harder to relate to your russes' studies if you're vector for a different programme than the one you're on. But as mentioned, you're not supposed to function as tutors. However your russes will appreciate it if you have taken the time to look up relevant information about their programme, and know where they can find it. Most importantly you know who to contact if they need help. Feel free to contact your fellow vectors, who are on the programme themselves, of course in moderation.

It's important that the new students form their own image of the courses and the lecturers. That's why it's important that you remember to refer objectively to the study programme and not to refer negatively to courses and lecturers. Keep in mind that the courses might well have changed since you attended, so make sure the russes know you're speaking from personal experience.

A lot of your russes will have large expectations for you socially. They expect that you will be organizing and hosting everything, and that you always create a good vibe. It's important that you attempt to include your russes. Both by asking them what they want to do, but also by having them participate in the organizing. While at first you will be the ones suggesting events, it's important that they get used to taking initiative.

As a vector some of your russes will view you as authorities that they can get support from. KABS doesn't expect you to be a reserve mom/dad for anyone, but you need to pay special attention to the authority seeking russes, and not always get wasted in front of them. You are going to be amongst the ones that will draw their picture of DTU, and while this picture should be human, it should also be charming!

With all the types you will meeting in your cake team, it's important that you pay attention to the quiet as well as the loud rus. Often it's the introverts that needs you the most, despite it being easier to pay attention to the extroverts. So remember that you need to be there for them all and be careful not to prioritize one over the others. It's a demanding and difficult task to gather a group of people in an integrated group, whose interests and backgrounds can vary greatly.

The members of the group will in part act as support to each other and in part partake in social interactions with a lot of people they don't know beforehand. As a vector you're almost an overseer of this which means a great amount of responsibility will be resting on your shoulders.

#### **4.6.1 Russes who don't participate**

A lot of you will experience one or more russes that don't participate in cake meetings and social events. There can be a lot of reasons for this and often it will be tough as a vector to do anything about it. Some russes simply don't want to, others don't feel they have the time because of their studies. It can also be they don't feel at home in the group.

Sometimes it's worth making the attempt to get them to participate, as it can have a negative impact on the group, if people don't show up. You could contact the rus to inquire if something is wrong. Just remember remember, that the vector system is just an offer and that we aren't trying to force them into something they don't want to.

Consider what you focus on when you're with your russes and if you can be more including by making a few changes.

It's important to underline that you must never blame yourself for a rus that doesn't show up for activities or completely drops out of their studies. It can happen to anyone and as long as you have done what is required of you as a vector, it has nothing to do with your skills.

## 4.7 A vector's goals

It's important that you consider why you want to be a vector. One of the reasons you have been chosen is that we believe that you will be able to provide the new students with the best possible start at DTU. Obviously there might be other reasons for you to have signed up as a vector, such as getting to know new people, networking and so forth. As long as you have the same primary reason as your fellow vectors, we believe, that you will be able to create the best possible study start. Remember that in the planning of all activities.

## 4.8 Group dynamics

The next section is intended as an example on how a group can be, but it is important to say that as a rus can take multiple of these roles or none at all. This is only a guide, but use your head and don't use this to rigidly categorize the russes. A group *can* consist of:

### **The quiet ones:**

As a type, they are the ones that go with the flow, but often don't participate in festive events. Their primary purpose by being in the study program group, is to get useful information. They will often show up to the weekly meeting, as they are dutiful. As a vector it's important to try to include them, without pressuring them.

### **The festive ones:**

They are always up for a party and the quiet type bores them. If the study program group doesn't have what they need, they will look elsewhere. It's important that the group has space for the festive element, as they are needed in the group. The festive rus might not show up for all the meetings, but they will always be at the parties.

### **The Sojourner:**

The sojourner has just moved to Greater Copenhagen. Their view of the "big city folks" might be affected by prejudice. They often have a limited social circle if they don't live at a dorm. They might have a period where they need to adapt. It's important as a

vector to be mindful of this.

**The Nerd:**

The nerd is the type that works and works. They likely feel a high pressure from their studies. This could mean, that they don't feel they have time for their cake team. As a vector you can help them by imbuing them with confidence and by showing them, that there should be time to relax from their studies. Their study program group is important to them, as it offers them an opportunity to learn, that others face the same problems as they do.

**The Copenhagenener:**

The Copenhagenener already has a big social circle around DTU. This means they don't need the study programme group as much as others. Because of this, it can prove difficult to get them to commit to the group. For them, the group needs to be an offer. It's important that they see the possibility to have a social life in the group as well as outside it, but they should not be forced or pressured. They will be valuable to the group if they are integrated, as they know Copenhagen. This will allow them to give the other russes the possibility of getting to know the city and thus creating a network outside DTU.

**The dominating rus**

This rus will naturally try to take on the leadership role and spearhead the rest of the group. That means they are good at getting others in on their ideas, as they are typically energetic and committed. To them, it's important that things are done according to their needs and ideas of fairness. Typically they are people of strong character. They are confident and assertive, which means they have no problems confronting others about how they think things should be. Always consider if you think it's worth fighting the issues with types like these. If they are getting too sidetracked, you could for example meet them by saying "I agree with what you're saying, but my experience tells me that...". If the person has an elevated tone of voice, you could attempt to match it, as to not appear submissive. Furthermore attempts can be made to make the rus realize that they are part of a group, by putting focus on the group's rules and needs. This will (hopefully) make the rus understand that they are part of a group, that doesn't necessarily have the same needs as themselves.

You have to be aware of the possibility of getting a rus in your group, that either is or has been a vector. These can appear dominating and can, in some cases, create issues for the group if they try to take over your role as a vector. If this is the case, it's usually a good idea to talk to the person about it and to ask your own vector group for advice.

*It is of course possible to fall under more than one category, or to move between categories over time*

## 4.9 Perception

At OPTur you will learn how important your body language is, to other's perception of your person and attitude towards different situations. That's why it's important that you consider how your mood rubs off on your russes. It's always more fun to be met by a happy vector, than by one almost asleep.

### 4.10 Nervousness

It's normal to become nervous when speaking in front of others. This is the case whether it's a group of 8 or a group of 30. At your cake meetings you will have the full attention of your russes. This might feel overwhelming at first. Below we have a list of pointers that might help with the nerves:

- Know your stuff. When you know your topic, subject area and are well prepared, it will provide security - and it shows!
- Get a good start. Often you'll be most nervous at first, but as you get going, the nervousness will lessen and possibly disappear entirely. So be extra prepared at first. Write down verbatim what you want to say when you want to initiate by saying, so you get it just right.
- Engage your audience. If first your audience is engaged in questions or comments, the nervousness will often dampen, as more of you are "on".
- Get experience. When you get experience and build some routines, you will also become more secure. This will help you.

### 4.11 How-to-cake-meeting

As a study programme vector you will get a group of russes this summer. To get them ready for the struggles that their studies will bring, you will hold a weekly cake meeting for them. Cake meetings are all about passing on relevant information to the russes. For example; what is DTU Inside, the Course Base and so forth. You'll also need to keep them updated on a possible cabin trip, where they can print hand-ins and whatever else might seem relevant for your group.

Every week KABS will provide a list of things that can be brought up at your cake meetings. This list will be available a couple of days in advance. It's expected that you read through the list BEFORE the cake meeting, and that you, as vectors, look into the different things on the list, so you can answer any eventual questions.

Furthermore, every week you should consider if there are extra things that are relevant for the russes this week. This could be things such as: follow-up on subjects from the last meeting, TDR, fun events and the like. It could be a good idea to have a list on your computer, your phone or in the pocket, so you can keep up with what you have to say, do and follow up on.

Your study programme KABS will inform you about study programme specific topics, if there are any. If you notice that an important topic is missing, send a message to



your study programme KABS. That way everyone will get told about the topic (KABS also makes mistakes once in a while...).

It is important for KABS that you as a vector realizes the importance of preparation for a cake-meeting. Don't expect to hold a successful meeting with just ten minutes of preparation. In the beginning you are likely to experience russes who just sit and stare at you. Waiting for you to tell them the agenda for the next week. It will therefore be more comfortable for you and the russes, if you as a vector is properly prepared. That way you'll easily avoid the awkward silence, which is known to occur. Once you have told the russes the important messages, is it up to you to fill the rest of the time. You can add your own inputs and in general just sit with the russes, pay attention to their questions and enjoy the cake and "hygge". The russes love when you take them seriously and listen to what they might bring to the table.

Others will have a very active study program group where the russes will talk so much it is hard to get any information through. The cake-meeting are what you make of them. If you set the stage for an informational-meeting the russes will be quiet and look at you, but if you set the stage for cozy meeting, they will talk more. it is important to remember that there is not one right way to hold a cake-meeting. It is up to you as vectors to find out how it works the best with your study program group. This means that the cake-meeting can have more than information and lunch - maybe a quiz, guests such as study council members or a fun game!

This is the minimum expectation for preparation to the cake-meetings:

- The document from KABS with the important things to say
- Consider if there are any other things to add to the list
- Consider the order of which you say things, the party on Friday should not be presented before the academic event.
- Be prepared to answer questions on the events (and sell them!)
- Consider if all the points are relevant for your study program group
- Consider what you can ask the russes (vacation, party, exams)

Tell you KABS if you are prevented from holding your cake meeting a week, so another vector can step in.

## 4.12 Responsibilities in the vector group

In both the study programme group, the cross group, and the weekend groups, there are a variety of responsibilities that different vectors must take on. One vector can easily take on more than one of these responsibilities. In addition to this, extra necessary tasks can arise during the preparation of the rustrip, and different study programmes can have different traditions, where in both cases a vector needs to take on responsibility. Below, the most common responsibilities are listed and explained so you can get an overview of which jobs you can end up being responsible for.

**Internal economy**

In the vector groups, it is typical to have common expenses. For example, most vector groups eat together before a meeting, and have some expenses for costumes and gadgets on OPTur. Due to this it can be advantageous to have one person who has an overview of these expenses. There exists a program which can be used if one chooses this job as their responsibility. Furthermore, there exist a variety of apps that can be used, e.g. WeShare.

Tips:

- When someone spends money on behalf of the group, make sure they have the receipt and write on it, who spent the money and what the occasion was. This makes it much easier to get a general overview.
- Make others take a picture of the receipt so you still have them if they happen to disappear.
- Use WeShare, if possible, since it is fantastic for the cause

**Quotes**

It is the quote responsible's job to create a quote-chat and create the rules for that. It is also their responsibility to make sure that these rules are upheld and the choosing of certain punishments when rules are broken. The quotes are meant to be printed and put up on the rustrip. You therefore need to be able to evaluate when something is a good quote. It is necessary though to critically evaluate the quotes before they are hung up, since not all of them may be appropriate.

Tips:

- Make proper and clear rules for the quote chat early on
- Write down the quotes as they come.
- It can be an idea to make a list of potential punishments, that can be used for rulebreakers

**Hygge**

Being responsible for hygge requires one to make sure it is a nice experience to be a part of the vector group. One can for example bring snacks to the vector meetings, make up a game or arrange fun events for the group. It can be beneficial to have two people responsible for this.

*Responsibilities when you are closer to the rustrip and the study start:*

**Bath tub** This person has to get the bath tub for the rustrips and check that the content of the bath tub corresponds to what has been ordered. This person is therefore also responsible for counting the contents of the bath tub after the rustrip and making sure everything is delivered back to KABS.

Tips:

- Always double check the contents of the bath tub. BathKABS can make mistakes because many bath tubs are to be packed in a very short time. You do this when you pay for the bath tub so you don't have the problem after the rus trip, that you have to pay for something that hasn't been lost.

**External economy** Is responsible for the financial report of the rustrip and for making a final report that is to be given to Charlotte in the PF secretary.

To make this report, every receipt must be numbered and stored, so they easily can be put in an Excel sheet with references. Talk to Charlotte or your KABS if there are any doubts.

Being responsible for the external economy requires that one participates in a presentation that has been made by KABS and the Chief Financial Officer of the PF Board.

Tips:

- Make everything clear already in the beginning, so you easily can see who paid for what.
- Set up a separate bank account for the external economy (this is free in most places). This way, one can more easily make sure everything goes up in the end.
- Go to the offered education to ensure you do the work as well as possible. This will also help you to avoid unnecessary work.

**Beverages** The person responsible for beverages has to order the beverages for the rustrip and needs to count the bottles on the rustrip. Usually, it is also this person who is responsible for the scanning programme, and that the full bottles and the pant bottles are deposited correctly for when they are collected in the end. It is advantageous to have more people responsible for this, since it can be nice to have a person to discuss things with on the rustrip. People responsible for this will receive a document sometime before the rustrip, that explains every kind of challenge they can end up facing on the rustrip.

Tips:

- Double check your order when ordering the beverages.
- Remember to print lists where people can make strokes, if the scanning programme does not work optimally.
- Double check that what is delivered corresponds to what you have ordered!
- Save used cider boxes to refill it with empty bottles. You can close these with a piece of duct tape to be able to differentiate between the empty and full boxes of cider.
- When everything is packed and you know what you are to deliver back, take pictures of everything! This can be used as evidence if there are disagreements between you and the supplier.

- They only take FULL boxes back and unopened boxes of cider. You can sell the excess beverage at the food auction.
- It is helpful to yourself to count the bottles every morning to ensure that people are scanning the bottles correctly and gives you the opportunity to remind them.
- No matter how good or bad the russes are at scanning the bottles, tell them that they need to be better at scanning - it can never be too good!
- Go to the offered education to ensure you do the work as well as possible. This will also help you to avoid unnecessary work.

If you have any doubts, kontakt beverageKABS at [Oel.kabs@gmail.com](mailto:Oel.kabs@gmail.com)

### **Van:**

This person talks to Charlotte about ordering a van and is responsible for collecting it. This person always has deliver the van back.

Tips:

- Make everyone who is able to drive the van (i.e. people who have a driving license and are above the age of 20) to scan or take a picture of their driving license and send them to you. Also make sure to fill the van with petrol before delivering it back.

### **Bus**

On the rustrip you are the contact to the bus and arrange departure- and arrival time with Charlotte. You are the one who are in contact with the driver on the departure day and make sure the bus is there on time.

Good advice:

- Talk to the driver when they arrive. They are usually very nice. Ask if it is okay to drink beer in the bus, if you can switch seats during speeddating, if you can use the toilet, and if you can use the mic.

### **Playbook**

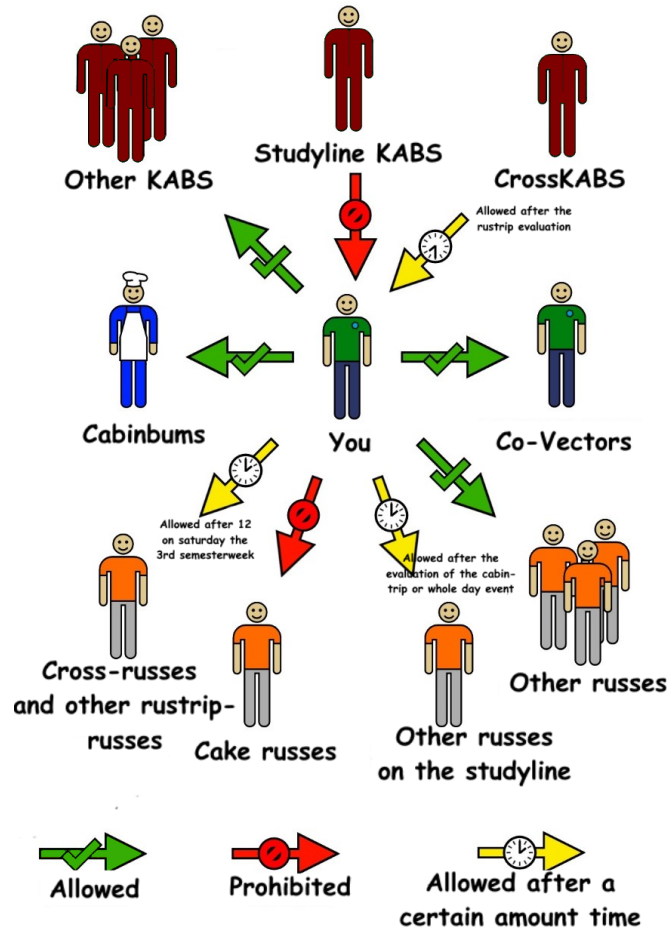
The person responsible for everything in the playbook, and that there is order in the document.

Good advice:

- Before you begin to write you should agree on what program you want to use and make sure everyone have the program. Most people use Word or L<sup>A</sup>T<sub>E</sub>X.
- Agree on what names you use and how you spell them. L<sup>A</sup>T<sub>E</sub>X is a good choice as you can make name and team codes so the names are always spelled the same.
- Make sure to have color coding so each name has a individual color. This makes the playbook more clear and you can easily spot a name.

### 4.13 Internal relations

There are certain rules you have to follow when you are a vector, regarding who you can kiss. As is says in guidelines, you cannot kiss, have sexual intercourse or any kind of romantic relationship with your study group russes or the russes from your rustrip. This diagram show you how-to-skank:



Remember that some teams make there own rules that cover more than these guideline. Here it is always the KABS who decides how to proceed. You can also be tied to more than one study program in alliances, buddy teams or joint cabin trips. In this case KABS, vectors and russes will count as if they were from your study program.

## 5 Vector help

### 5.1 Student Counselling Service

In the Student Counselling Service there are employed both students as well as full time counsellors. Their job is to help current and future students with advice and guidance about the study through individual conversations. In the Student Counselling Service you can get a private conversation with elder students that are under confidentiality. Some russes have study related problems in the beginning and might have the need to talk about it with others.

Student Counselling Service can amongst other things help with and/or enlighten:

- Individual talks
- Help with exemptions
- General questions about the study
- Study abroad
- Transfer of merit
- Planning of the study
- Furlough
- Admission requirements and application
- Guidance in the rules of DTU

The Student Counselling Service at Lyngby Campus are open for personal approach every Monday through Friday 11.00 - 14.00, and through phone Monday through Friday 09.00-15.00.

The Student Counselling Service at Ballerup Campus are open for personal approach Monday, Wednesday, Thursday and Friday 11.00-14.00.

The Student Counselling Service offers counselation by phone call on mondays, thirs-days, wensdays and fridays. Their services are available in the entirety of the 13 weeks period. These may vary in the 3 weeks period. The Student Counselling Service can also be contacted on e-mail ([studvejl@adm.dtu.dk](mailto:studvejl@adm.dtu.dk)).

<p style="text-align: center;"><b>Guidance and counselling at Lyngby Campus</b> <b>Building 101A</b> <b>Anker Engelundsvej 1</b> <b>2800 Kgs. Lyngby</b> <b>Phone: 45 25 11 99</b> <b>E-mail: <a href="mailto:international@adm.dtu.dk">international@adm.dtu.dk</a></b></p>
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**Guidance and counselling at Ballerup Campus****Room D 2.01****Lautrupvang 15****2750 Ballerup****Phone: 45 25 11 99****E-mail: [international@adm.dtu.dk](mailto:international@adm.dtu.dk)****5.2 Office for Study Programmes and Student Affairs (AUS)**

Before the study start there is a lot of administrative things to take care of, where most of these are handled by AUS. If everything goes according to plan, no problems should occur, however it sometimes happens e.g that one of the russes changes their mind regarding their choice in field of study or haven't received their study card. In these examples like these, you should contact AUS.

If there's a problem with one of the following things or more knowledge about them is desired, you should contact AUS:

- A change of field of study
- Study card
- Password for the DTU wireless
- State Educational Grant and Loan Scheme (SU)
- Course enrollment
- Grades
- Finding a Scholarship
- Transfer of merit
- Furlough
- Study requirements and rules
- Seeking exemption
- Studying abroad

AUS will frequently post messages on Portalen regarding e.g signing up for the exam, entering the bachelor project or if there is changes in the current study rules

**Department of Education and Students  
Danmarks Tekniske Universitet  
Building 101A, stuen  
Anker Engelundsvej 1  
2800 Kgs. Lyngby  
Phone: 45 25 25 25  
E-mail: uddannelse@adm.dtu.dk**

### 5.3 Special Aid (SPS)

At SPS students can apply for aid if they have a disability. The group of people that can receive this aid is wide. There's aid given to students with physical disabilities, neurological illness' as well as students with physical difficulties or development difficulties. E.g dyslexics, deaf or hearing impaired, physical handicapped, blind or vision impaired, students with physical illness', depression, AD(H)D, impairing within the Autism spectrum, and more. The aid can either be in the shape of help to cooperate with the Guidance and counselling, the head of studies, teachers / professors or others, or in shape of different kinds of special aid or exemption. SPS have are bound by confidentiality.

### 5.4 The Student Counselling Service in Copenhagen

The student counselling service is a free offer to students, who might be in need of private conversations with a professional advisor. There's opportunity to talk with a social counsellor, a consultant and a psychologist, who all are bound by confidentiality, hence the student is secured full anonymity. It is important to remember, that as a vector you are not supposed to act e.g as a psychologist or psychiatrist, but you should offer the help of the Student Counselling Service's psychologist. The Student Counselling Service offers both individual talks and in groups. Students are welcome to turn to them with all kinds of problems, which could be about:

- Economy
- Residence
- Rsehabilitation
- Maternity leave
- Isolation and loneliness
- Identity problems
- Domestic problems
- Relationship problems
- Social insecurity



- Loss, sorrow and lack of selfworth

Additionally there's a lot of information on their website about techniques to use for studying, to prevent exam freight, group work and much more.

They don't have a department on DTU but if you don't want to venture to Copenhagen, they provide phone services between 11.00-12.00. Furthermore, there's an anonymous mailbox for DTU students, which can be found through their website under DTU department.

**Studenterrådgivningen at Lyngby Campus**  
**Anker Engelundsvej 1, 101E**  
**2800 Kgs. Lyngby**  
**Office on the PF corridor, room 147 and 148 (between the cantina and S-huset there is a staircase up to the PF corridor).**

**The Student Counselling Service in Copenhagen**  
**Emil Holms Kanal 14, 4. floor**  
**2300 København S**

**Tlf. 70 26 75 00**  
[www.srg.dk](http://www.srg.dk)  
**Anonymous mailbox: <https://studraadgiv.ait.dtu.dk/>**

## 5.5 Student priests at DTU

There is a affiliated a student priest to Lyngby Campus, who is available for all DTU students.

Student priest Jørgen Bo Christensen is employed at Lundtofte Church and has DTU Lyngby campus as his daily workplace. The priest has various tasks, but with reference to his time at DTU the talks are some of which he is used for the most. The talks can be one time things, but it is most common to have multiple talks over the course of three months. The talks can be about personal and existential things like stress, sorrow/loss, heartbreak, faith, loneliness, difficult choices, low self esteem and more. It is important to underline that you don't have to be a christian or religious as all to use the student priest, and that the talks don't have to be about religion.

To ensure close contact with the students, Jørgens office is located at Lyngby Campus in the student center (PF-hallway), where he is in office Tuesday through Friday 10.00-15.00. If you want to use the priest to hold a presentation in relation to a study start related event or the likes of, you are welcome to get in touch. Jørgen has been teaching for many years, amongst other things in Philosophical Ethics at DTU.

**University priest at DTU Lyngby**  
**Jørgen Bo Christensen**  
**Building 101 E - 1. floor, office 145A (at the PF-hallway)**  
**In office Tuesday-Friday from 10-15**  
**Phone 24 42 59 75**  
**E-mail: pastor@pf.dk**

## 5.6 Dorm Consultant Scheme (KKO)

KKO are lead by development consultant Lotte Kristensen and consists of a wide network of current and earlier dorm residents, and others with a lot of experience and knowledge which the scheme can drag on. This way KKO has knowledge within a lot of areas.

KKO can help with many different things, from big to small problems in life, e.g help to write a job application or study related assignments.

KKO are financed by three dorms: Kampsax, Bergsøe and P.O. Pedersen and therefore residents from those dorms are first in line for help and guidance at KKO. KKO will however still gladly help the students at DTU, in the span that it is possible - which is more often than not.

They will help you finding answers for the following questions:

- Can I handle my study?
- How does the right girl/boyfriend find me?
- Does life contain more than beer, TV and computers?
- Are my future plans viable?
- Do I have enough time?
- Does my family take up too much or too little of my life?
- Do I suffer from stress or depression?
- ...

**Lotte Kristensen**  
**Building 101 E - 1. floor, office 148 (PF-hallway)**  
**Mail: lotte@KKO.DTU.dk**  
**Phone: 40 42 44 54**

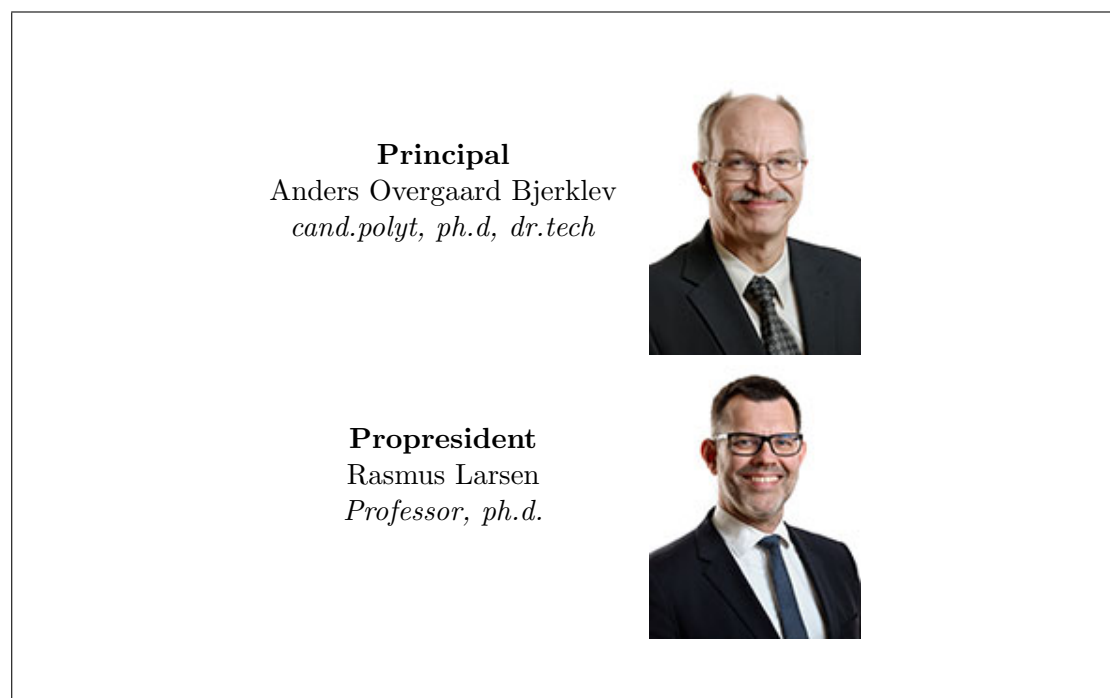
## 6 DTU

### 6.1 The Technical University of Denmark

Since 2001 the Technical University of Denmark (DTU) has been an independent institution, and has consequently gotten an administration that resembles that which you find in the private business, unlike other educational institutions. This means that DTU has to earn money on equal terms as other companies, but DTU does at the same time get funding from the state.

DTU is built up by various institutes and centers as well as the central administration of DTU, which all more or less got independent leadership and economy. DTU are managed by a board consisting of external company leaders, representatives from the staff, educators and students at DTU. The day-to-day mastery are handled by the directorate led by the principal. In cooperation with the Academic Council the rules and guidelines for DTU are determined.

The Academic Council is the supreme organ and understands the academic cases of DTU. The principal discusses significant presentations and strategies, changes to the organisations and economy for the Academic Council, unless the The Board of PF for specific reasons have decided otherwise. The academic council are in addition to the DTU principal as chairman, made of eight scientific contributors and three students. The DTU management handles the day-to-day operation and with the principal as chairman in the Academic Council the management got direct influence on how decisions made by the Board of PF are implemented. To give you as a vector to get an idea of who are mentioned when we talk student politics, there are pictures of the management below.



**University Director**

Claus Nielsen  
*cand.scient.pol*



**Research Dean**

Katrine Krogh Andersen  
*cand.scient, ph.d.*



**Dean for Master Students  
og ph.d.-uddannelserne  
as well as internationalization**

Philip John Binning  
*professor*



**Dean for  
bachelor students  
as well as study enviroment**

Lars D. Christoffersen  
*director*



**Executive Vice President for  
innovation and  
entrepreneurship**

Marianne Thellersen  
*cand.polyt, eMBA*



## 6.2 Study rules

The rulebook containing the rules which applies to all educations at DTU are to find at the study database at <http://sdb.dtu.dk/>. Here is a short description of some of the most important things that you can tell your russes about, but make sure to tell them that they can read more about it themselves. In the rule book it among other things tells you about rules for internships and other cooperation with companies, the exam, illness, how to complain about the teachings and guidance and much more. Be aware that rules are changed every now and then, so it is important to stay updated. Students must complete 30 ECTS points in their first year at DTU. The following years students must complete at least 5 ECTS points to be classified as study active. Notice that the the education must be completed a year after the required completion time, e.g. 4 years for a BScE, 3 years for a MSc and for BEng's it may vary. All the rules can be read on DTU inside under 'Study Activity Requirements and Deadlines'.

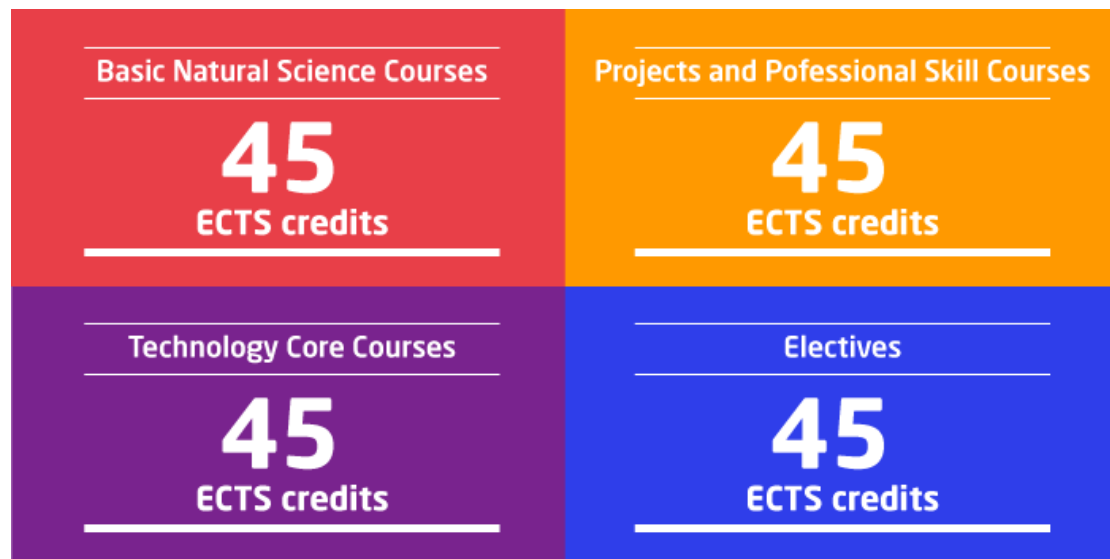
Enrollment to a self picked course is binding and enforces the student to pass the course in order to complete their study. The student has the opportunity to pick a new course, if this happens before the after-registration for courses. Enrollment to the course is then binding and will become a mandatory course in the study plan for the student. The student can apply for exemption to change the optional course with another one under special circumstances.

September 1. 2014 there was instated a study start test on the first year of studies for BSc and BEng students. All students must pass this test in order to continue their study. The test is intended to clarify to the student that their education has actually begun and that they know the general guidelines on DTU. It will be organized to happen 2 months after the study starts at the latest. As a part of the study start test, you have to make a study plan.

*More information about study rules can be found at: <http://sdb.dtu.dk/> Here are also to find study rules and information about the other studies.*

## 6.3 Study Structure at civil

DTU currently offers one English-taught full degree BSc programme in General Engineering. All other undergraduate programmes are taught in Danish, but we offer a wide range of individual courses in English. The structure on these educations are a 3 year bachelor degree (BscE) followed by a 2 year masters (MSc). As of September 2018, DTU offers 20 BscE's (General Engineering included). Once the BscE is completed, you're qualified to start a MSc. The BscE will therefore not give one straight access to the jobmarket. The BScE is based of 180 ECTS points which are divided into 4 groups, which together makes up the Flag Model:



#### Basic Natural Science Courses:

The basic natural science courses are for most programmes including Math 1, Physics 1 or Basics and model physics, Introduction to Chemistry and General Chemistry, as well as some Technologi core courses. These are establishing the core foundation in the education.

#### Technological core courses:

The technological courses are program specific and makes up the core within the concerned programme and gives the prerequisites to follow one or more MSc's. Specifically what gives access to the specific programme can be found at <http://sdb.dtu.dk/> under the programme in question. As well as check for the courses under "Curriculum".

#### Projects and Professional Skill Courses:

Projects and professional skill courses gives the necessary tools that you are going to use as an engineer. This includes engineer work and study introduction both included in first term. Furthermore will programme projects, the BscEs scientific theory as well as the BscE project be under this part of the model.

#### Electives:

The electives courses exists so you can pick and choose courses that you find interesting. They will also serve as a start on the specialization which you want to finish with in the MSc. Due to that, there is a lot of freedom in picking courses during the education, with a wide variety in Natural Science and the more program specific courses. The electives can also be used to change the focus in the specific program, so that you can qualify for a MSc which the original BscE would not give straight access to.

## 6.4 Study Structure

The diplom is set to  $3\frac{1}{2}$  years (Except for Eksport & Teknologi which is  $4\frac{1}{2}$  years and Arktisk Teknologi which is 4 years), including half a year of practical experience. The practical can be done in a danish or a foreign operation.

The first 3-4 semesters are pre-fixed. The 5th semester is often the practical one and on the 6th and 7th semester you can choose elective subjects and specialize in a subject you find interesting. The 7th semester is often when you write your bachelor thesis (15-20 ETCS-point).

If a student finishes a BEng, they can choose to take a MSc. The MSc takes 2 years to finish and as a student on a MSc you are completely free to pick and choose courses of your liking. It is possible to choose between 28 different MSc programs. Before picking a masters, one should take the required courses as to be allowed to take the masters. These can be taken in the semester of elective courses.

## 6.5 Common mindset of DTU: From pupil to student

As a student the biggest obstacle is to find out what is expected of you. When you are studying at DTU you organize your own preparation for the classes, and exactly how you study the best is up to you. To find the right balance is part of the transition you go through as a new student: from pupil to student. A lot of DTU's lecturers have in these past years been involved in the identification of what they deem as the most important elements of a student's mindset. DTU has seven focus points:

1. Excitement and drive
2. Creative problem solving
3. Reflection
4. Teamwork
5. Prioritize
6. Personal attitude
7. Your own take...

## 6.6 Association and Arrangements

### 6.6.1 BEST

"Board of European Students of Technology" is an organization for European engineering students. BEST have summer courses around Europe that anyone can join. There is also sports, festivals, cultural meetings and so on. BEST is located on the PF-hallway in building 101 on the first floor. Web: [www.best.dtu.dk](http://www.best.dtu.dk).

### 6.6.2 Buddy

The buddy-arrangement is an international study-start arrangement. It is volunteers greeting the international students and showing them DTU.

### 6.6.3 IAESTE

"The International Association for the Exchange of Students for Technical Experience" arrange practical experience abroad for students. This is typically at private firms or study facility that take between 6 and 18 months. You can find IAESTE's office in building 101, 1st floor. Web: [www.iaeste.dk](http://www.iaeste.dk), or contact via phone at 77 42 43 90.

### 6.6.4 DSE

DSE is "De Studerendes Erhvervskontakt". DSE establish a contact between the students and business world. DSE arrange the DSE trade show ones a year in Lyngby Campus. DSE have an office in building 101 on the first floor.

They can be contacted on +45 45 93 22 23 or e-mail [DSElyngby@studerende.dk](mailto:DSElyngby@studerende.dk). Web: [www.studerende.dk](http://www.studerende.dk).

### 6.6.5 IDA (Ingeniørforening Danmark)

At DTU 8 out of 10 students have a IDA membership. IDA is a NGO and a trade union for technical science academics with more than 125.000 members. IDA's student members make out 34.000 students studying IT, different science fields and engineering. IDA for students works to give their members the best possible study period of their lives by offering social and educational events, financial perks in the form of discount codes and cheap insurances plus a good start in their carrier with counseling about job opportunities and feedback on their resumé and job application. IDA at DTU consists of five Student Ambassadors. All of them are students at DTU and work to spread the word about the advantages one gets with a IDA membership. IDA's office at DTU is located at Lyngby Campus on the PF corridor.

The five ambassadors are:

Sara Hatting  
DTU Ballerup studerende  
[saraha@ida.dk](mailto:saraha@ida.dk)

Jonas Lambrechtsen  
Events & frivillige  
[jonasla@ida.dk](mailto:jonasla@ida.dk)

Mohammad Al-Hakim  
Bachelor studerende  
[mohammada@ida.dk](mailto:mohammada@ida.dk)

Jacob Ammitsøe  
Akademikernes A-kasse  
[jacoba@ida.dk](mailto:jacoba@ida.dk)

Stine Bülow  
Internationale & kandidater  
[stineb@ida.dk](mailto:stineb@ida.dk)



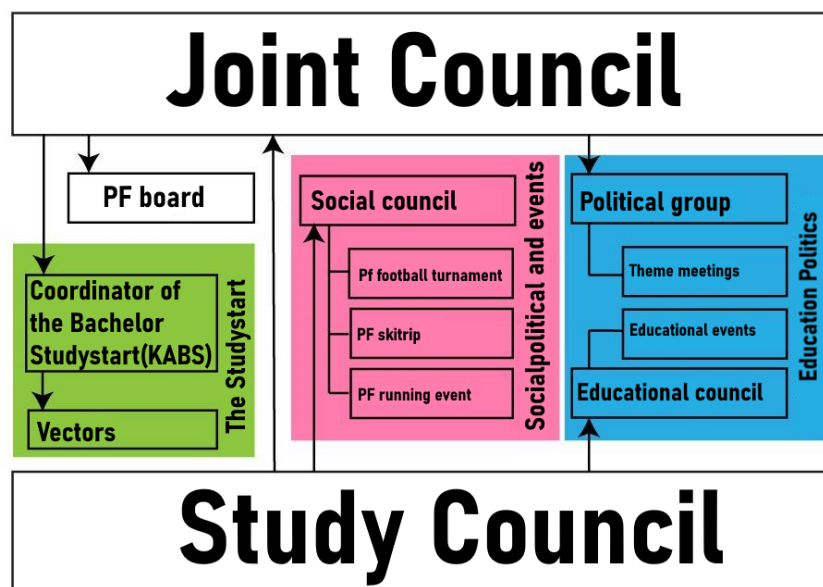
## 7 PF

### 7.1 Polyteknisk Forening

Polyteknisk Forening (PF) is a student organization at DTU. PF represents the students' interests academically, socially and politycally. PF is run by the students for the students. The association consists of volunteers who work together to improve the everyday life of students at DTU.

#### 7.1.1 Organizational structure

The chart shows the organizational structure of PF.



PF is organised by the student councils that nominate two representatives for PF's upper body called the Joint Council (Fællesrådet/FR). This is where all general decisions along with visions for the organization are made. The Joint Council chooses 4 students and 4 external members to form The Financial Council (Forretningsrådet/FRR). The Financial Council handles personnel management and the economics of the organization. If there are any larger issues in the organization, The Financial Council will discuss and provide advise to The Joint Council. They also support the Chief Financial Officer (FRFR). The Foundation of PF is Student Councils and they work as free-for-all democracy. Almost all of the study lines at DTU has a Student Council, and PF strives to make ones when a another study line gets made at DTU. There will typically be a meeting a month. The Student Council will discuss academic and social activities related to the bachelor program, along with what else is happening in the organization. It is a good idea to bring the ruses to a meeting to show them how easy it is to affect your education.

### 7.1.2 Academical

The Academic Committee consists of two students from each Student Council. They arrange academic activities such as workshops and lectures. They also work with education policy, discuss classes, exam types, e-learning, timetable placement and summer university and so on. Each year students run for the Study Boards (ISN) at DTU through the Student Councils. This is where the educational programs are designed, review of class evaluations and discussion on what can be done better.

### 7.1.3 Political

PF is deeply invested in the national students' politics. They represent the position of students at DTU on subjects as laws, which are affecting the students in their studies, and proportioning of study fields. The Political Group (PG) discusses and decides on PF's educational and social policies at a national level. The group organizes and hosts political events and themed meetings for students at DTU. The Political Group consists of 10 students from PF elected by the Joint Council.

### 7.1.4 Social

The Student Councils also select the members of The Social Committee. They work with student housing around campus and arrange events such as the yearly race around campus and the football tournament. PF also owns the Student House and arrange a lot of events for the students here. They also work with all the bars at DTU.

## 7.2 PF Board

The board of Polyteknisk Forening acts as the daily management of the association. The board typically consists of seven to ten students and is elected for one year with accession in February. On workdays, they can be found at the secretary at the Student House. Otherwise you can always send them a mail.

**President**  
Søren Sandgaard  
77 42 44 90  
formand@pf.dk



**Vice President  
& international affairs**  
Louise Frost  
77 42 44 91  
naestformand@pf.dk



**Student House President**  
Lucas J. Gramme  
77 42 44 92  
shusformand@pf.dk



**Coordinator of Educational Politics**  
Jakob Rydhof  
77 42 44 94  
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**Chief Financial Officer**

Vinh Duy Nguyen  
77 42 44 95  
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**Coordinator of Internal Affairs and PR**

Kristian Munch Kielsgaard Nielsen  
77 42 44 96  
intern@pf.dk

**Coordinator of partnerships**

Linus Knoop  
77 42 44 97  
linus@pf.dk

**Coordinator of Social Politics**

Anders Bogh Jacobsen  
77 42 44 93  
ttr@pf.dk

**7.3 PF corridor**

The PF corridor is the center of most activities in Polyteknisk Forening. Many groups and clubs existing under PF can be found on the corridor, such as PFantasy Dôme. Other than meeting rooms, club rooms and a kitchen, the corridor houses BEST, IAESTE, DSE and the Buddy-arrangement, all of which PF collaborates with. You can borrow the meeting rooms and kitchens from Charlotte at the PF secretariat. The volunteer-room is also on the PF corridor and is a place for the volunteers in PF. It is not permitted to drink or party in the volunteer-room, but all volunteers are welcome. At Lyngby Campus the PF corridor is located up the stairs at the landingstrip right next to the student house. At Ballerup Campus the PF corridor is located behind the Student

House. It is a good idea to show the new students the PF corridor.

## 7.4 PF-secretariat

PF has a secretary on both campi, where you can get help and answers for all the questions you may have. Some of the things you can get help with are:

- Get a PF/IDA membership
- Make copies, prints og bindings
- Booking of meeting rooms on the PF corridor
- Forgotten items
- Application for Studentcells
- Insurance for accidents
- Applying for rustrips (if they haven't already)
- Instructions for hanging up posters

The PF-secretary in Lyngby is located in S-huset by the spiral staircase to the cellar bar. It is open Monday 9:15 am to 3:00 pm, Tuesday-Thursday 8:30 am to 3:00 pm and friday 8:30 am to 2:30 pm.

The PF secretary in Ballerup is located a cross of the canteen, up the stairs in front of the Student House. There is a PF board member every wensday and friday from 9:00 am to 1:00 pm.

## 7.5 Student House

The student house is a good place to bring your russes. They will see a different side of DTU than the lectures, with people relaxing, chatting and having fun. Plus there is a good chance to run into someone from the rustrip. The Student House is also a obvious place for your weekly vector meetings or cake meetings, since everybody can come together in a relaxed and cosy environment, where one can talk over a soda or a beer. In Lyngby, the Student House is located in building 101 and there is plenty of opportunities to play pool, table tennis, backgammon and more in the Student House. In Ballerup the Student House is located right a cross the canteen.

Furthermore is there a PF café in building 306. Here one can get sandwiches, salads and beverages, and eventually enjoy a beer after a long day studying.

## 7.6 Verner's Cellarbar

Functions as a Student House like bar on Ballerup Campus, and is open every friday. It is a great alternative to the Student House compared to the Student House at Ballerup.

## 7.7 Cellar Bar

The Cellar Bar is open Monday through Friday. You can start a nice cozy evening with the russes or party all night at one of the Joints.

## 8 Residence Halls

### 8.1 PF-Residence Hall

Polyteknisk Kollegieselskab (PKS) administrates a number of Residence Halls, where some of them are located at Lyngby Campus DTU, and others are located 4 to 13 km from Lyngby Campus DTU. In some residence halls it is possible to rent rooms intended for couples. Furthermore there is one residence hall intended only for couples with and without children or single parents.

You can find more information on the site below.

Application through here: [www.pks.nu](http://www.pks.nu)

**Kampsax Residence Hall:** Kampsax is located at Lyngby Campus DTU and consists of 521 single rooms. The rooms are grouped in to units with a shared kitchen. The residence hall has a green area and a Netto open from 7am to 12am.

At the residence hall has a movie theater, pool table, table tennis, hobby room, music room with a piano, photocopier, and fast internet through K-net. There is also a assembly room with a bar and kitchen that can be rented for parties. On Thursdays there is a cafe with beer, dart, pool, and music.

Address: Kollegiebakken 9, 2800 Kgs. Lyngby

Web: [www.kampsax.dtu.dk](http://www.kampsax.dtu.dk)

#### **Paul Bergsøe Residence Hall (PBK):**

Colloquially just Bergsøe is located at Skodsborgvej 190, 2850 Nærum. The easiest way to get to Bergsøe is to take the 150s bus or 300s and change to 194. The bar at Bergsøe is called Pauls pub and is open all Tuesdays and Fridays from 8pm. Web: [www.bergsoe.k-net.dk](http://www.bergsoe.k-net.dk)

#### **Professor Ostenfeld Residence Hall (POK):**

Also know as Ostenfeld, is located at Rævehøjvej 36, 2800 Kgs. Lyngby. Ostenfeld is located 500 meters from DTU over highway bridge at the first quadrant. Nakkeosten is the bar at Ostenfeld that is open the first Tuesday every month. The bar can be rented for private parties. Web: [www.ostenfeld.dk](http://www.ostenfeld.dk)

#### **P.O. Pedersen Residence Hall (POP):**

The easiest way to get to the residence hall is to take the 400s from DTU and get off at the second stop. The bar at POP is called Falladen and is open every Tuesday from 9pm and Saturdays from 10pm. The bar can be rented for private parties. Web: [www.pop.k-net.dk](http://www.pop.k-net.dk)

Address: Haraldslundvej 38, 2800 Kgs. Lyngby.

#### **Trørød Residence Hall (TØK):**

The easiest way to get to the residence hall is to take the 300s bus and change to 173E/194. On the week days you can take 173E directly from DTU. Web: [www.tk.k-net.dk](http://www.tk.k-net.dk)  
Address: Skyttehaven 2, 2950 Vedbæk.

### **Villum Kann Rasmussen Residence Hall (VKR):**

The Residence is located in the 4th quadrant at DTU and is the smallest residence hall with 84 rooms. Web: [www.vkr.dk](http://www.vkr.dk)  
Address: Kollegiebakken 1, 2800 Kgs. Lyngby.

### **William Demant Residence Hall (WDK):**

Colloquially just WDK is located at Akademivej 100, 2800 Kgs. Lyngby. The residence hall bar is called Willys Vandhul and is open Wednesdays from 9pm.

### **Cooperative Residence Hall**

The Cooperative Residence Hall has a number of apartments and some shared spaces. It is not the classic residence hall, but rather a number of apartments with a private kitchen. It is located at the end of Kollegiebakken at campus Lyngby. Web: [www.andelskollegiet.dk](http://www.andelskollegiet.dk)

## **8.2 Other Residence Halls**

### **8.2.1 Lyngby**

#### **Nybrogård**

Nybrogård and POP are located closely to each other. They have their own pizza place, and café. The application is through KAB and you can expect to move in after approximately 1/2 year at the waiting list. Address: Nybrovej 304, 2800 Kongens Lyngby. Web: <http://www.nybro.dk/>

#### **Viggo Jarls Residence Hall**

Viggo Jarls Residence Hall is located between Brede and Virum, 2,5 km from Lyngby Campus. The residence hall is small. There are two types of rooms: a room without kitchen 23 m<sup>2</sup> at 2400 kr a month, and rooms with kitchen 29 m<sup>2</sup> at 2900 kr. a month. Web: [www.vjk.dk](http://www.vjk.dk)

### **8.2.2 København**

#### **G.A. Hagemanns Residence Hall**

G.A. Hagemann Residence Hall is located at Østerbro close to Østerbro station. (Kristianiagade 10, 2100 København Ø). 2/3 of the rooms are for DTU students. You should



have started your fourth semester before you apply. The Residence Hall rent include all meals and you can pack food for the day. Web: <http://www.gahk.dk/>

### 8.2.3 Ballerup

**Sportskollegiet** Adress: Ballerup Idrætsby 20-26, 2750 Ballerup

Web:

[www.ubsbolig.dk/da/ejendomme/sportskollegiet](http://www.ubsbolig.dk/da/ejendomme/sportskollegiet)

#### **Sømoseparken Residence Hall**

Sømoseparken consists of smaller apartments in different sizes. They all have kitchen niches.

Adress: Sømoseparken 78, 2750 Ballerup.

Web: [www.kollegierneskontor.dk](http://www.kollegierneskontor.dk)

#### **Lautrupgård Residence Hall**

This residence hall and Sømo Residence Hall are located close to each other.

Adress: Sømoseparken 80, st. og 1. sal, 2750 Ballerup.

Web: [www.ubsbolig.dk/da/ejendomme/lautrupg-rd-kollegiet](http://www.ubsbolig.dk/da/ejendomme/lautrupg-rd-kollegiet)

#### **Hjortespring Residence Hall**

Have a common kitchen and a gymnasium, beach volley court, tennis court, table tennis, billiard, fitness and a bar.

Adress: Persillehaven 40, 2730 Herlev.

Web: [www.hjortespring.dk](http://www.hjortespring.dk)

## 9 Study Start-Wiki

KABS has a Study Start-Wiki as a supplement to the Vector Book. You will be able to find relevant material to your work as a vector here. The Study Start-Wiki is in the process of being translated. The information found here might not be relevant right now, but can be a help along the way. We would like to encourage everyone to get familiar with the site so that you are ready this summer.

On the Wiki you can find:

- Notes on speech technique
- Notes on first aid
- Advise for the intro-day
- How to make a night run for a playbook (drejebog)
- Nice-to-know about the cabins
- And much more...

## 10 Important links

[www.blivawesome.dk](http://www.blivawesome.dk) The site of the Study Start. Here you can read about being KABS, Vector and Cabin Bum. This is also where apply for being Vector and Cabin Bum.

[www.wiki.blivvektor.dk](http://www.wiki.blivvektor.dk) The Study Start-Wiki, where you can read all about playbooks (drejebøger), cabins and so on..

[www.sdb.dtu.dk/](http://www.sdb.dtu.dk/) This is the study database, here you can find information on curriculums and rules for all study programmes at DTU.

[www.pf.dk](http://www.pf.dk) PF has a website where you can find information on the board, councils and committees of PF. You can also find articles of association, which discounts PF offers its members, the Student House calendar and much more!

[www.facebook.com/kabsdtu](https://www.facebook.com/kabsdtu) The official Facebook page of KABS DTU. You can find updates on the Study Start, deadline for applications and more.