

WELCOME TO AAU CPH

**your guide to facilities, services,
and procedures at our campus**



AALBORG
UNIVERSITY
COPENHAGEN

Welcome to the campus of AAU in Copenhagen

AAU in Copenhagen constitutes Aalborg University's educational and research activities in the capital area. We have an innovative study and learning environment, international focus, and close cooperation with companies.

Our campus consists of three buildings located right next to the harbour in the middle of Sydhavnen in Copenhagen.

This campus book is your go-to guide for easy information about how to navigate campus - whether you're a student, an employee, or a guest. Discover the facilities, learn about available services, and find straightforward how-to's on all things campus related.

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MAP OF CAMPUS

Main entrance

Building A, A.C. Meyers Vænge 15.

Opening hours

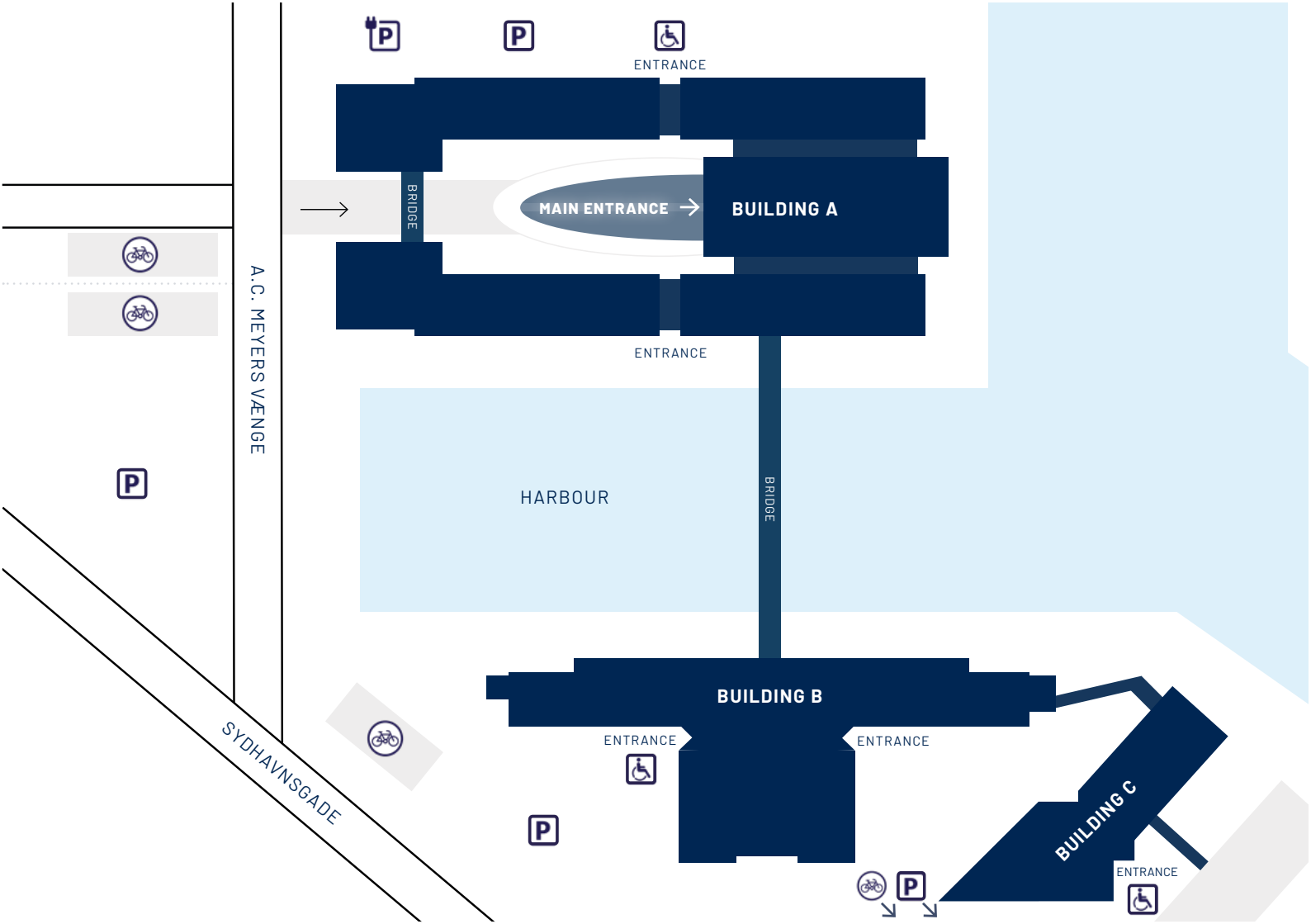
Our buildings are open **Monday - Thursday: 7.30-15.30. Friday: 7.30-15.00.**

However, the revolving door by the main entrance is open **Monday - Friday: 7.00-17.00.**

Outside opening hours, the buildings are only accessible with an active AAUcard.

AAU Map

Do you need a guide for navigating Aalborg University? Our app **AAU Map** helps you find your way around campus. You can download the app in App Store or Google Play Store.



SERVICES

The Information Desk

At the information desk, you can get help with navigating around campus, receiving visitors, guest parking, and much more.

The information desk is located by the main entrance of building A.

Opening hours: Monday–Thursday: 8.15–15.30. Friday: 8.15–15.00.

IT Services CPH

At IT Services, students and employees can get help and guidance on digitalisation and IT services.

The IT service desk is located in building A on the fifth floor, near the rotunda.

Opening hours: Monday–Thursday: 8.00–15.30. Friday: 8.00–15.00.

Employees and students can also create a case and chat with support staff on serviceportal.aau.dk.

The Library (AUB)

The library offers study spaces and facilities, helpful staff, and an active study collection that you can use on site. The library is located in building A on the second floor, near the rotunda.

Opening hours: Monday-Thursday: 9.00-14.30. Friday: 9.00-14.00.

Outside opening hours, you can access the library 24/7 with an activated AAUcard.

Facility Support CPH

Facility Support CPH activates AAUcards, hands out keys, handles mail, and much more. The facility support desk is located in building A, ground floor, room 0.093.

Opening hours: Monday-Thursday: 8.00-14.30. Friday: 8.00-14.00.

Students and employees can report various errors and deficiencies at campus in the app AAU Building Support. You can download the app in App Store or Google Play Store.

AAUCARD

The AAUcard functions as an access card to buildings and as an ID card when you move around the university's premises.

Ordering your card

Students obtain an AAUcard by uploading their photo in the self-service system UniStart. You obtain login information to UniStart once you have been admitted.

Employees should contact Facility Support to get their photo taken and order their card.

Picking up your card

You will receive an email when your AAUcard is ready to be picked up. You can pick up your card at the Facility Support desk in building A, ground floor, 0.093.

Activating your card

Read more about how to activate you AAU Card on campusservice.aau.dk.

YOUR AAUCARD IS ALSO:

- your library card
- your AAU fitness card
- your print- and copy card



Order



Pick-up



Activate

PRINT & COPY

Printing on campus

There are many printers and copy machines available for students and employees on campus. You can print via the Follow-You function where you send your document to the 'cloud' instead of a specific printer, and you can then go to any printer on campus and print your documents using your AAUcard.

Most printers are available for use by students although some are reserved for staff. Staff printers are marked as such either on or by the printer.

Pricing

All students receive 100 print units for free when they start at AAU, which is equivalent to 250 pages printed in colour. If you need to print more, you can buy more print units online. 100 units cost DKK 125.-

How to print, buy units, and more

On the AAU website for IT Services, you can find guides on:

- How to print
- How to copy
- How to scan
- How to purchase extra units
- Where the nearest printers are
- How to print if you have forgotten your AAUcard

Find all the information by scanning the QR-code in the corner or by going to its.aau.dk/vejledninger/printkopi

**AAU IT
SERVICES**



There are many different spaces to hang out, study, and socialise on campus.

Student Lounge / Student Square / Waterfront





STUDENT AREAS



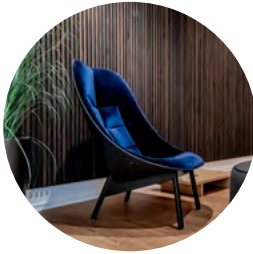
Student Lounge

In the Student Lounge, you can relax in the soft sofas, watch movies, play board games, or work on your projects. You'll find the student lounge on the ground floor of building A, in room 0.0.1A.



The Student Square / Studentertorvet

The Student Square has tables, couches, and bean bags where you can study, eat your lunch, or just relax. It is also where you'll find *The Coffee Spot (Kaffepletten)*, our student café that serves coffee and cake at student friendly prices a few afternoons a week.



Contemplation room

The contemplation room is a room to meditate, contemplate, or reflect. Find the contemplation room in building A on the third floor by the rotunda in room 3.058.



The Mirror Room / Spejlsalen

In the Mirror Room, you'll find table tennis, table football, couches, music center, and more. Find the room on the ground floor in building A in room 0.042.



Waterfront

Take advantage of the location of campus and install yourself by the beautiful waterfront. Here you can eat your lunch, drink a coffee in the afternoon, or just hang out.

STUDENT GUIDANCE

You can find our student guidance office on the ground floor in building B, right by the small canteen.

To get there, turn right at the information desk at the main entrance, cross the bridge, and take the stairs or elevator one floor down.

Student guidance

Book a session: students.aau.dk/guidance

E-mail: studentguidance@cph.aau.dk

Career guidance

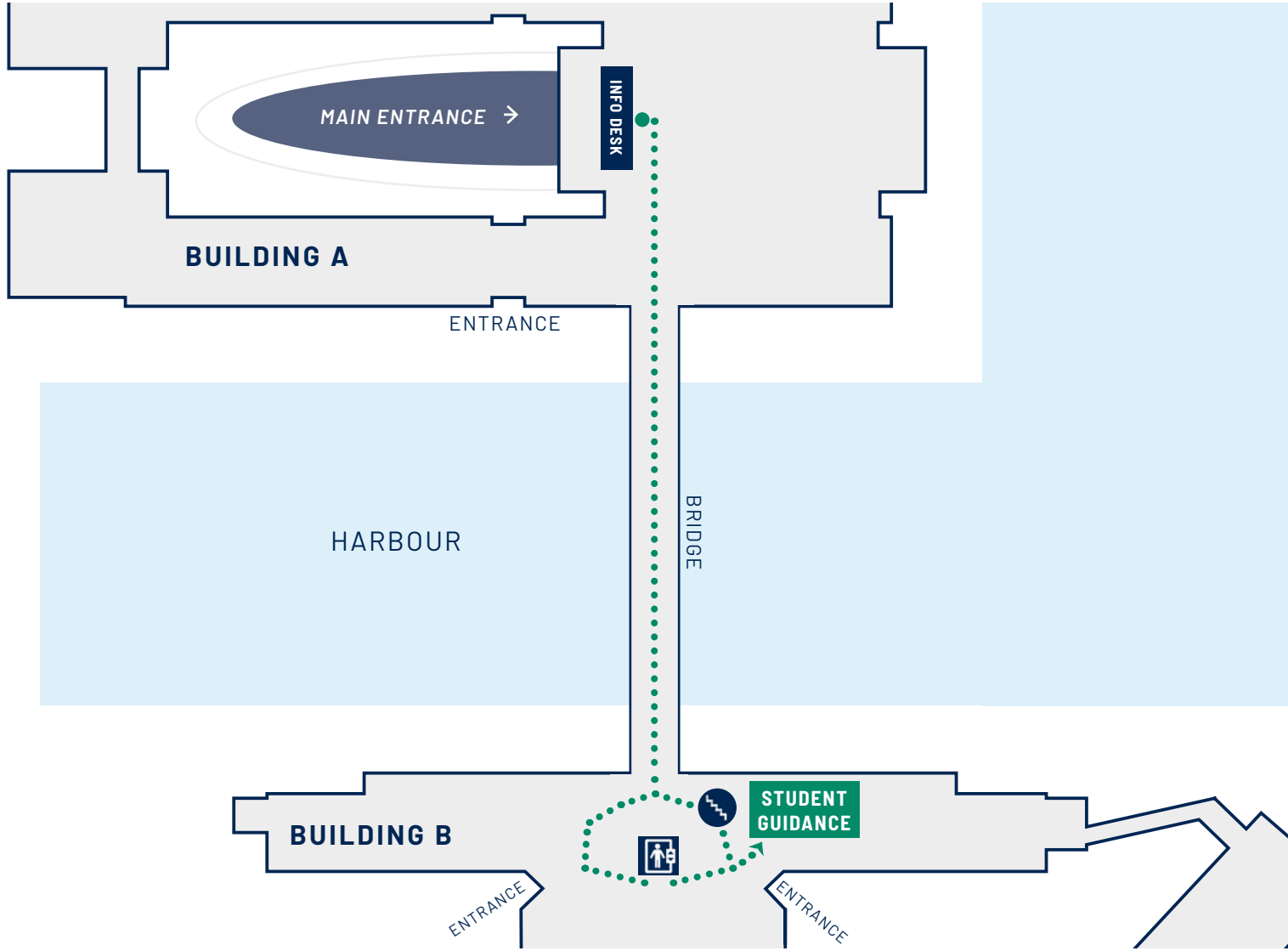
Book a session: students.aau.dk/guidance

E-mail: career@cph.aau.dk

International guidance and accommodation guidance

Book a meeting: international@cph.aau.dk

For accommodation inquiries: accommodation@cph.aau.dk



FOOD & DRINK



Big canteen

The big canteen in building A serves a variety of snacks and meals based on organic, seasonal ingredients.

Opening hours:

Breakfast	7.30-10.30
Lunch (Mon-Thurs)	11.00-14.00
Lunch (Friday)	11.00-13.30



Small canteen

In the small canteen in building B, you can buy pizza, sandwiches, and salads during lunch.

Opening hours:

Breakfast	Closed
Lunch (Mon-Thurs)	11.00-14.00
Lunch (Friday)	11.00-13.30



Self-service smart fridges

You can use your payment card to buy ready meals and drinks from the self-service smart fridges at all hours. They are located right next to the big canteen in building A.



Coffee

You can buy coffee in our canteens and from the coffee machine in the rotunda. Employees can also get their coffee in the vending machines in the kitchens by using their AAUcard.



Kitchens

Around campus, you will find small kitchens for use by students, employees, and guests.



Cold water taps

There are specific cold water taps installed in the canteens and kitchens on campus so you can enjoy ice cold water without keeping the water running.

FITNESS & SAUNA

Fitness

The campus' fitness centre is located on the ground floor of building A in room 0.067. Here, you can do cardio and strenght based workouts. The fitness centre is open 24 hours a day and is unstaffed.

To get there, take the elevator marked '*fitness*' from the rotunda to the ground floor, then turn right. You can also use the stairs or the elevator located at the back of the canteen area.

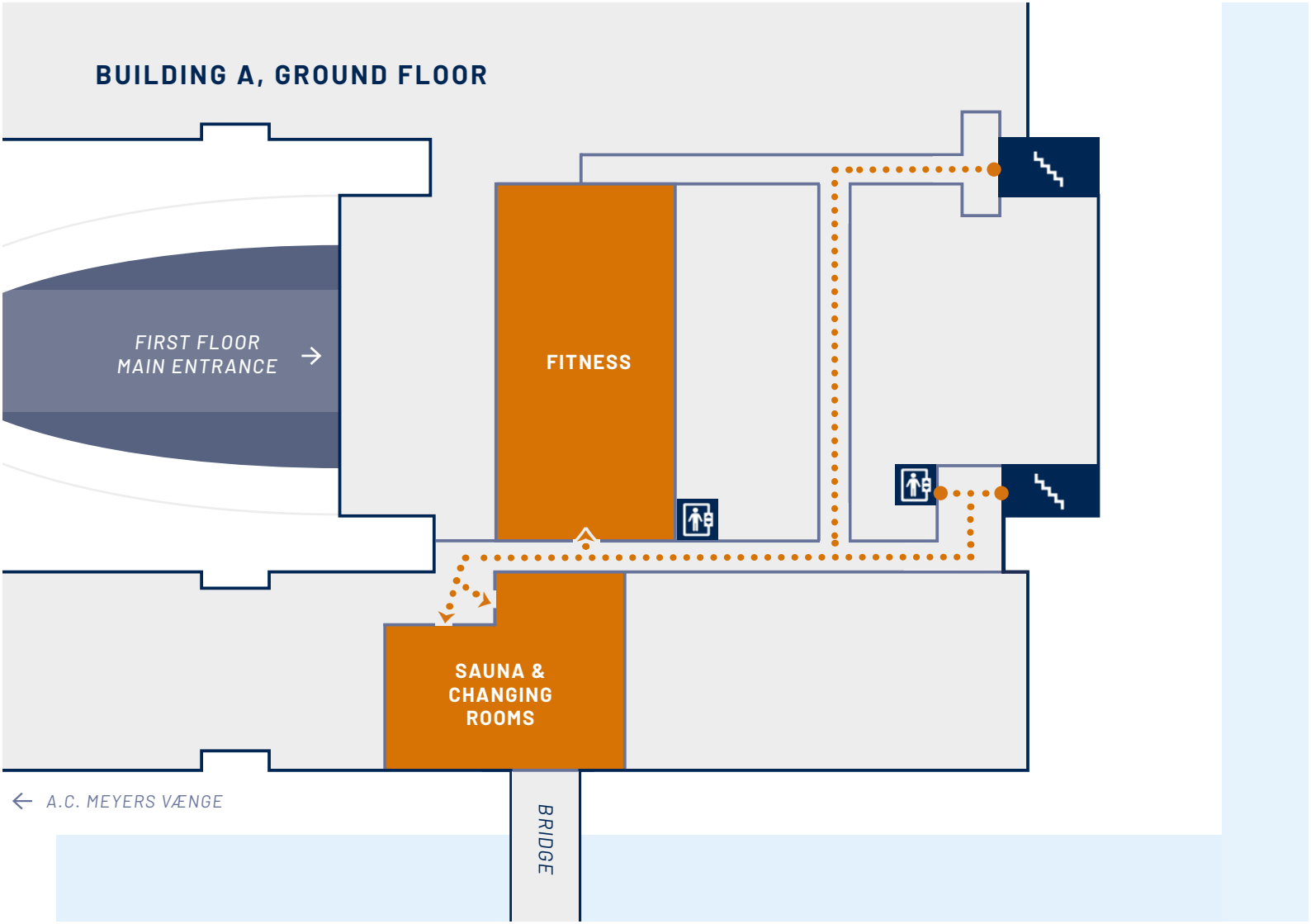
You can become a member of AAU Fitness for 99 DKK a month. If you are interested, please inquire at the information desk by the main entrance or go to:

www.students.aau.dk/student-life/your-study-environment/leisure-time-in-your-city

Sauna and changing rooms

You can find our sauna on the ground floor in building A, adjacent to the changing rooms and showers. The sauna is free to use.

BUILDING A, GROUND FLOOR



FIRST FLOOR
MAIN ENTRANCE →

FITNESS

SAUNA &
CHANGING
ROOMS

← A.C. MEYERS VÆNGE

BRIDGE



*Around campus, you will find wall art
focusing on sustainability and the environment.*



GREEN & CLEAN CAMPUS

There are many things you can do to help keep our campus green and clean while making sustainability a natural part of your life at campus, such as:

1. Waste sorting

Waste sorting is an important part of daily life on campus. By sorting your waste correctly, it is possible for AAU to send waste for recycling.

2. Limit use of disposable cups

AAU CPH is limiting the use of disposable cups at campus. Bring your own cup to our coffee machines or when you buy coffee in the canteen (and get a discount!).

3. Bring back used tableware and cutlery to the canteen

Help keep campus tidy by bringing back the canteens' plates, mugs, and cutlery after use. The return area is located right next to the canteen itself.

WASTE SORTING GUIDE



Plastic, bio, and general waste

Sort plastic, bio/food waste, and general waste in the centrally located waste bins.



Paper and smaller cardboard items

Sort paper and smaller cardboard items in the paper bins located by the AAU printers.



Other and hazardous waste

Sort all other waste (e.i. boxes, glass, metal, and hazardous waste) in the recycling rooms.*

*The recycling rooms are located in building A on the ground floor, and outside between building B and C.

MAP OF CAMPUS

Cars

Cars can be parked **one hour** for free on the campus parking spaces without a parking license.

Contact the Information Desk to get day licences and Facility Support to get period licences for parking.

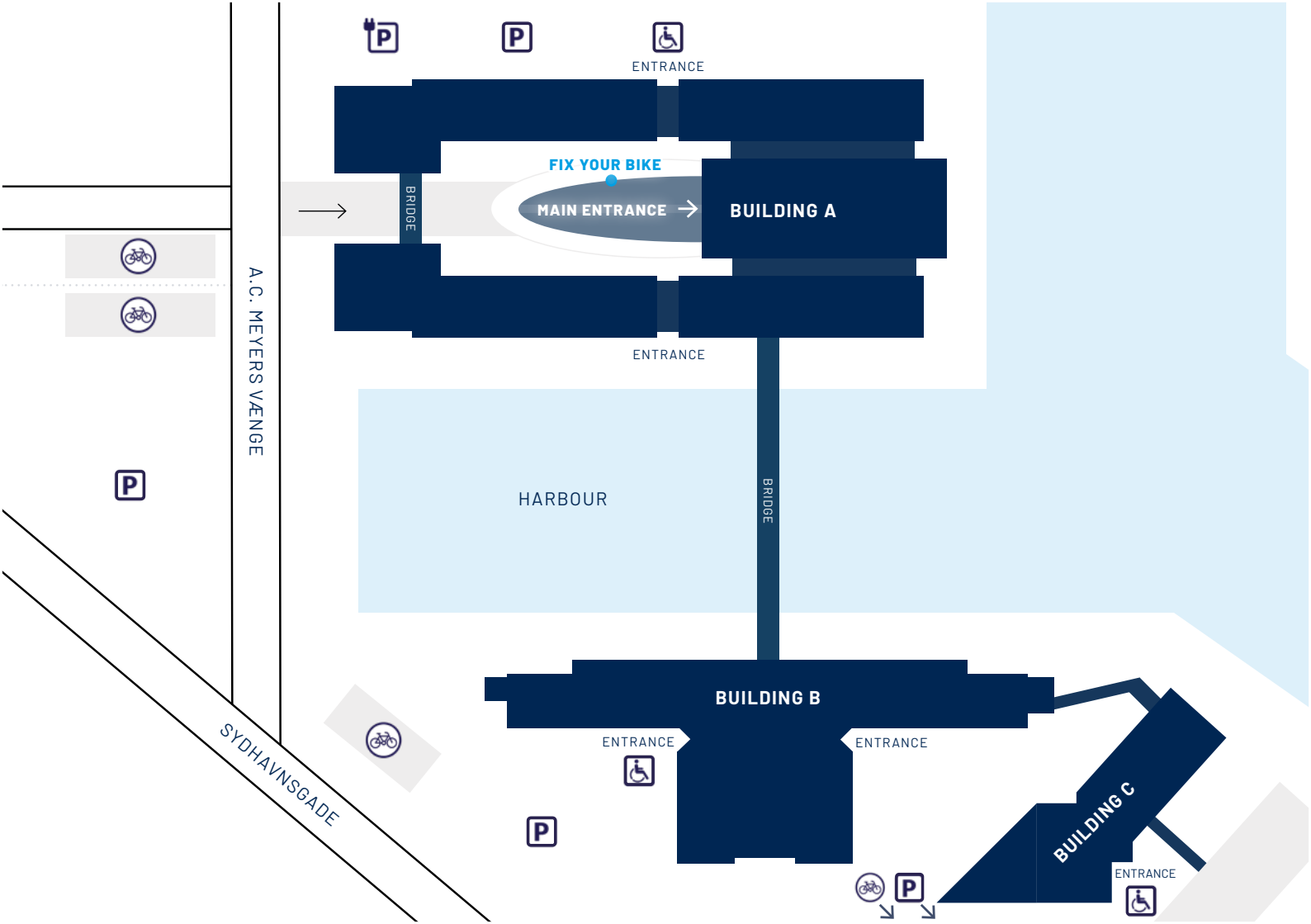
Electric cars

AAU CPH has 10 parking spaces where you can charge your electric car with chargers from Clever. These parking spaces require a parking permit.

Bikes

AAU CPH has both smaller and larger parking areas around campus for regular bikes, electric bikes, and scooters.

There is also a small bike repair place on campus where you have access to oil, water, and an air pump. If you turn left at the bottom of the main entrance stairs and continue down the ramp, you will find the repair place underneath the main entrance stairs.



GOING TO/FROM CAMPUS

Train

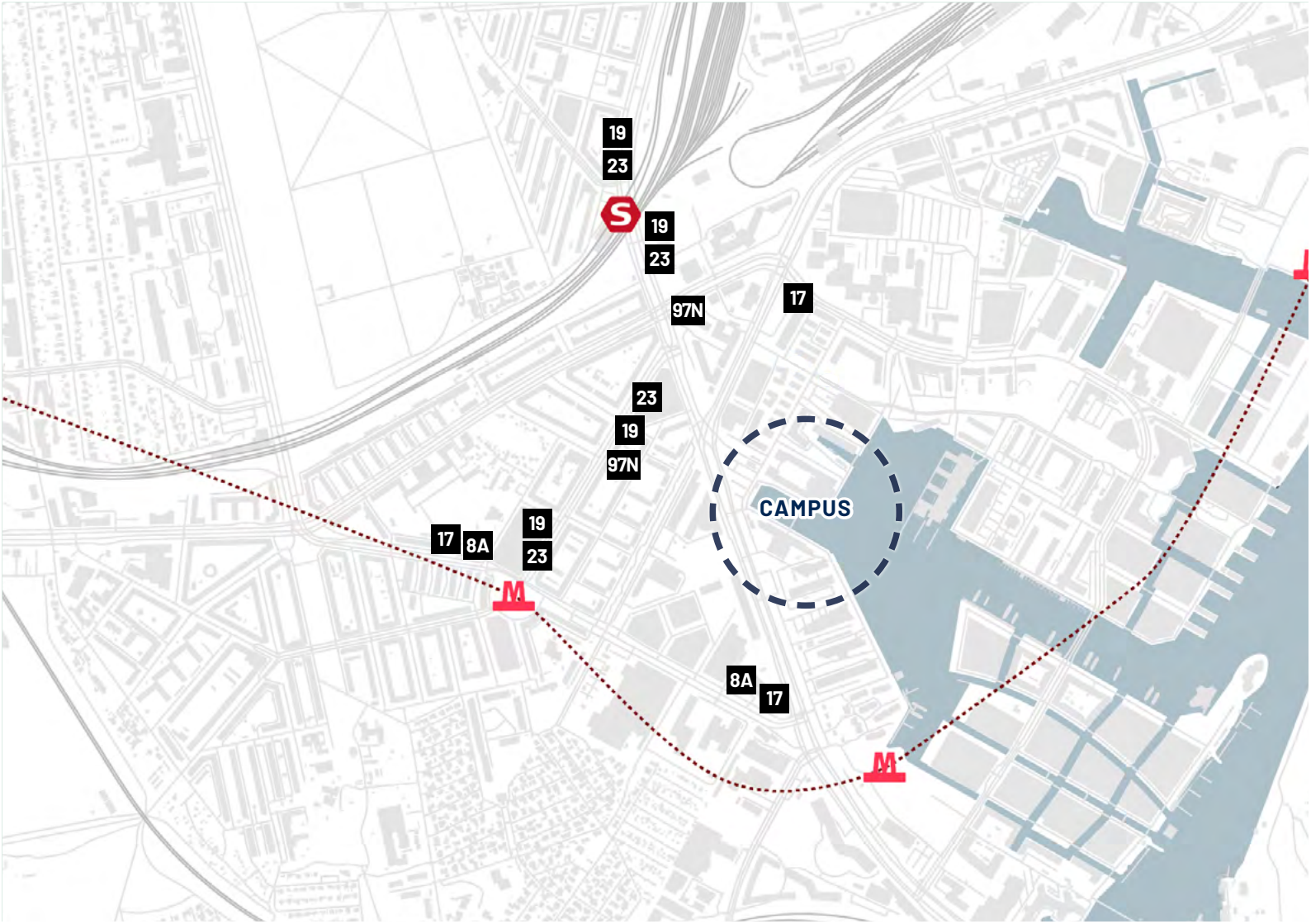
The S-train station *Sydhavn Station* is located a short walk from campus. From there, you can take the S-train lines A and E.

Metro

The M4 metro stations *Sluseholmen* and *Mozarts Plads* are within walking distance of campus. From there, you can reach the central station and *Rådhuspladsen* in less than 10 minutes.

Bus

The bus lines 8A, 17, 19, 23, and 97N all have stops close to campus.



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M

CAMPUS

8A

17

M



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