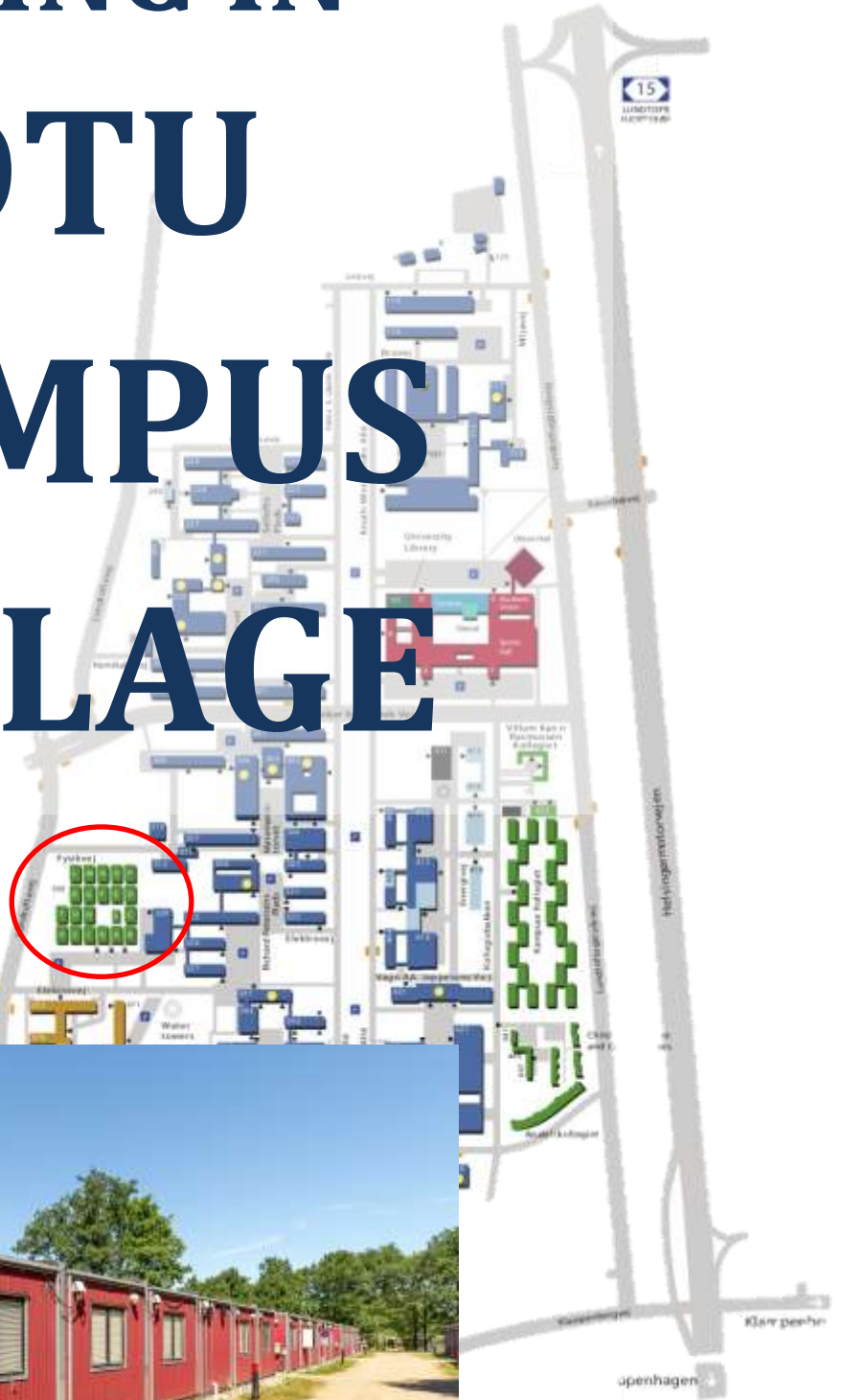


LIVING IN DTU CAMPUS VILLAGE



Your Accommodation

Your accommodation is located in Campus Village at the Technical University of Denmark (Lyngby Campus). The address is:

DTU, Campus Village
Elektrovej 330, block letter(X) room number (Y)
2800 Kgs. Lyngby
DENMARK

Always state the letter of your block and room number when providing your address.

Campus Village is located in the 3rd quadrant on DTU campus in Lyngby and the buildings are constructed of containers (as shown on the front page). An overview of the containers is shown below:



The rooms are single rooms, but you will share a kitchen and bathroom with 8-9 other international students.

NOTE: Please only take mail that is addressed to you from the mail box. Leave mail not addressed to you in the mail box.

Example of a room and common kitchen in Campus Village – your room, furniture and common kitchen may differ slightly:





General rules

- ✓ Please note that meals and cleaning of your room is not included in the rent.
- ✓ You **may reorganise the furniture**, but always put it back as you found it when you moved in.
Do not remove inventory from the room, and please take care of it during your stay.
- ✓ **Never make holes** in the walls, or other permanent or semi-permanent changes.
- ✓ **You may not smoke** in your room or in any common areas.
- ✓ Note that **fireworks are not allowed**.

Thoughtful behaviour

Be social – be helpful – be tolerant - this will help you all have a good experience.

Heating, water and electricity

You are expected to keep consumption of heating, water and electricity at a reasonable level according to the Danish Government Energy Guidelines. This means:

- ✓ Normal indoor temperature is 20-22 °C
- ✓ You should **never open windows and turn on the heating at the same time**. Always **turn off the lights** when leaving a room, even for short periods
- ✓ **Do not leave the water running** for longer periods
- ✓ Turn down the heating when you leave the room for longer periods and at night

Noise

Radios, sound systems, musical instruments and other noisemaking machines or equipment may only be used if the necessary respect is shown for the other inhabitants and never with the windows open.

Please keep quiet between 22.00 and 8.00 hrs.

Minimize risk of theft

- ✓ To ensure the residents' security, all outside **doors must be locked all the time**.
- ✓ When leaving your room, make sure that all windows are closed. Remember that your possessions, as well as everybody else's, will not be covered by insurance if there is a break-in and it is found that the windows or doors were not locked.
- ✓ You are responsible for taking out **your own insurance** while staying at the premises.

Cleaning and maintenance

PLEASE NOTE: The water in Denmark and in the Copenhagen-area in particular, is very hard; it contains **a lot of limestone**. Make sure to decalcify electric water kettles with vinegar or acetic acid, and use an acidic cleaning solution when cleaning the bathroom and kitchen.

You will find bathrooms with showers and toilets as well as a common kitchen in your container. The facilities are shared with 8-9 other students. Please **organise a cleaning schedule** of the common areas with your neighbours. In general it is good practice to at least follow the following in the kitchen:

- ✓ Please **do your own dishes** with soap and hot water, and put the utensils back in their places.
- ✓ Please remember to **wrap your food** in the refrigerator, and dispose of food that is no longer fresh.

Bathrooms

- ✓ Throw only toilet paper into the toilet in order not to clog the drain.
- ✓ Remove hair from the drain cover after every shower to avoid clogging.
- ✓ Use a drain cleaner (a plunger or an alkaline solution like “afløbsrens”) in case the drain is not working properly.

Garbage/waste

- ✓ Do not leave garbage in your room or in common areas. Take out the bag immediately and put it in the right container. It is not allowed to leave garbage on the ground outside!
- ✓ Please condense all garbage as much as possible (flatten cartons and other containers, for example). The garbage collectors will only collect a set amount of garbage each week, and there is no way to dispose of any surplus.
- ✓ Please note that glass bottles, paper and cardboard should be put in special containers.

Outside there are *blue containers* for burnable materials smaller than 1 m x 1 m x 0.2 m. To avoid pests, full garbage bags must never accumulate in the kitchen, please take them out to the blue containers when they are 75% full. Garbage from the blue containers is compacted and burned in a waste incineration power plant. Outside you will also find *yellow containers* for empty glasses with lids. Please deposit glass directly in the yellow containers, storing glass or soft drink containers in the kitchen attracts ants and can be a big nuisance to the housekeepers. Soft drink bottles and cans marked with a recycling sticker can be returned to vendors for a cash refund of 1 – 3 DKK. Please store all bottles and cans in your own rooms until you return them or bring them out.

Laundry facilities

Laundry machines are found in your container or in the S-container (containers A-E). The laundry facilities in the S-container are only available for the residents of containers A-E. Showers for A-E are also available in the S-container.

Internet

You need an **ethernet cable** to connect to the internet. Use your Campusnet login and password to get connected. Please note that illegal streaming or download may result in fines.

If you have any problems with your internet connection please contact **IT Support at DTU, phone: +45 45 25 55 55**

Inventory list

In your room you should find the most basic furniture: a bed, a desk, a chair, a bookshelf, and a wardrobe or a clothing rack.

The previous tenant might have left extra inventory or stuff that might be useful to you (like cleaners or an extra chair). Keep what you find useful and throw the rest out.

Check the condition of the light bulbs and the furniture when you first move in. In case some of the **inventory is damaged**, please inform the Accommodation Office, so it can be replaced. Please note that only the basic furniture provided by the Accommodation Office will be replaced by us.

NOTE: All light bulbs, cleaning equipment, toilet paper, etc. that you use throughout your rental period will not be provided by or paid for by the Accommodation Office!

House guests/visitors

When you have guests/visitors, it is your responsibility that you are quiet from 22:00 until 8:00.

Social activities

Radios and musical instruments must be used with windows closed. It's okay to party in the kitchens as long you do a thorough after party clean-up. By not making too much noise between 22.00 and 8.00 you are respecting housemates who need a tranquil student environment. Announcing parties in advance allows them the option to either participate or withdraw from the premises during the party. Once a week the international student organisation IAESTE arranges meetings in the bar located in the cellar of building 101. There and in the Kampsax bar and DTU's other cafés you can meet up with fellow students. Nightlife in downtown Copenhagen is rich too.

Bicycles

Bicycle racks are present in the area surrounding Campus Village and on DTU Campus in general. Please use them to park your bike. It is not allowed to bring your bicycle indoors!

Nearby points of interest

50 m – Jogging Trail, 5 km around DTU Campus

200 m - Lyngby Public Swimming Pool: www.lyngbyidraetsby.ltk.dk/svoemmehal

200 m - Lyngby Football Stadium: www.lyngby-boldklub.dk

300 m – DTU Dancing: danc-ing.dk

500 m – DTU Climbing & Fitness: dtuklatring.dk & dtusport.dk

1100 m - Lyngby Shopping Center: www.lyngbystorcenter.dk

1300 m – Local cinema: kino.dk/biografer/nordisk-film-biografer-lyngby

2300 m – Lyngby Lake, Havnehytten: www.havne-hytten.dk

2300 m – Boat-trips on the lakes: www.baadfarten.dk

3300 m – Jægersborg Deer Park & Bakken: www.bakken.dk/dyrehaven

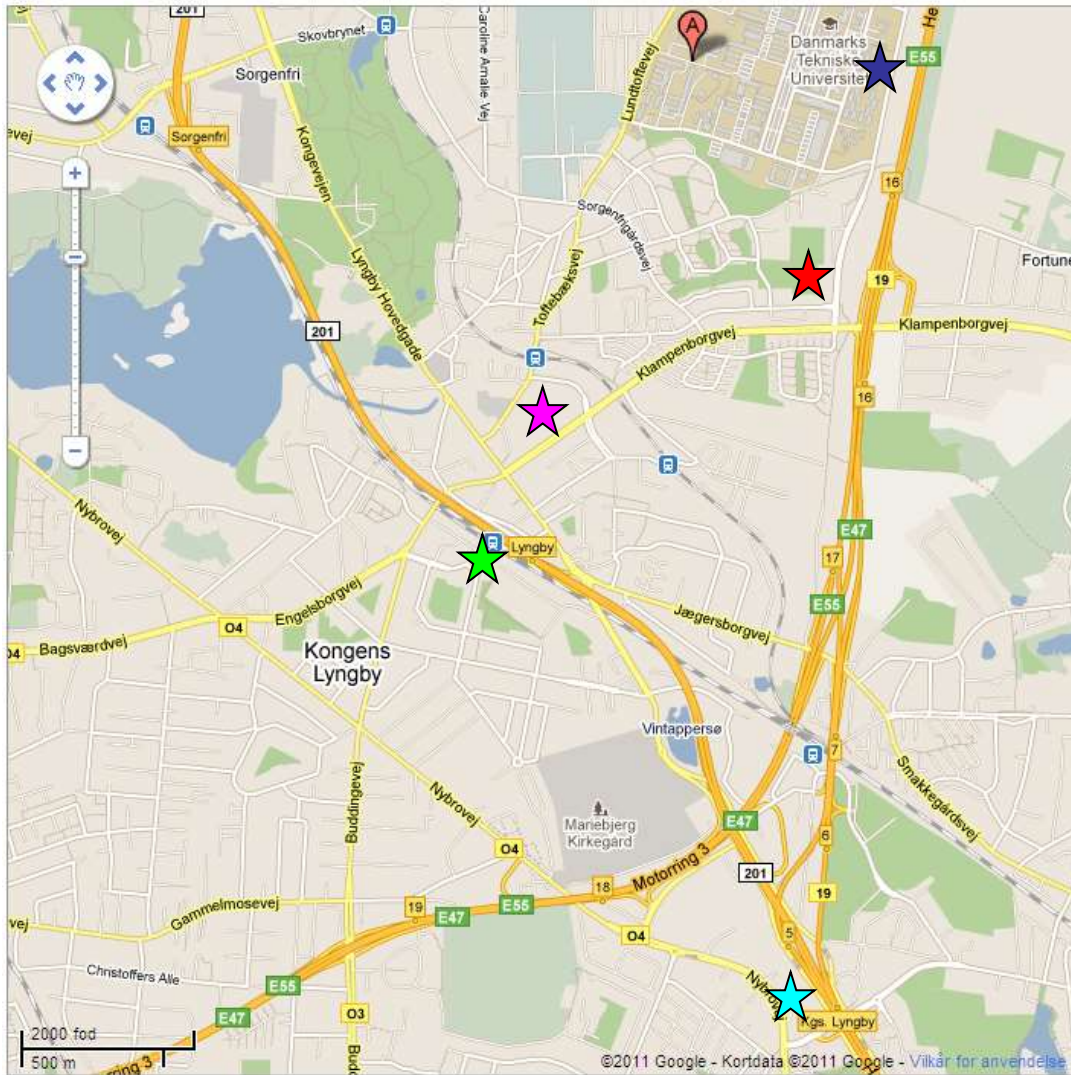
5000 m – Bellevue Beach: en.wikipedia.org/wiki/Bellevue_Beach

Webpage for public transport information

https://www.rejseplanen.dk/webapp/index.html?language=en_EN

Please note that storage of items/shoes, etc. in the hallways is strictly forbidden due to fire regulations!

Shopping in the area



- ★ **Netto** Kollegiebakken, 2800 Kgs. Lyngby (< 500 m)
(7 days a week from 7-24)
- ★ **SuperBrugsen** Lyngbygårdsvej 153, 2800 Kgs. Lyngby (1 km)
(7 days a week from 8-20)
- ★ **Lyngby Storcenter** Lyngby Storcenter 810, 2800 Kgs. Lyngby (3 km)
(Mon.-Fri.: 10-19, Sat.-Sun.: 10-17)
- ★ **Lyngby st** (Trains to Copenhagen, 15-17 min. travel time)
- ★ **JYSK, IKEA, Elgiganten** (PC's, cables, etc.) and **McDonalds'**
Nybrovej 2, 2820 Gentofte
(Take bus 150S 2 stops from Rævehøjvej, DTU)

The discount shops



Discount shops only have a limited choice of articles. Often they only have one type of each article. Still you should be able to find the most common brands of every article and fresh vegetables, milk, meat and fish.

Name	Address
Aldi	Lundtofteparken (Close to Ostenfeld and Kampsax residences)
Fakta	Lyngby station
Netto	Lyngby station Sorgenfri torv (by Sorgenfri station) Brede torv (by Brede station) Eremitageparken (close to Ostenfeld) Engelsborgvej (close to Nybrogård and P.O.P residences)

Other discount shops: Lidl, REMA 1000

Medium price shops



The medium price shops differ from the discount shops by having a greater variety of articles. Usually the shops have the most common brands as well as some special brands. You will find fresh vegetables, milk, meat, and fish etc. In some shops you will find homemade bread. The selection of organic products is bigger than in the discount shops.

Name	Address
Meny	Lyngby Hovedgade
Føtex	Lyngby storcenter
SuperBrugsen	Lundtoftegårdsvej (just south of Campus)
Døgnetto	Kollegiebakken (Close to Ostenfeld and Kampsax residence)

High price shops



The price level is a little higher than the above mentioned shops and they differ by having more specialities. Typically they have their own luxury brands next to the more common brands.

Name	Address
Irma	Lyngby Hovedgade Sorgenfri station Stengårds Allé (close to Nybrogård and P.O.P residences)
Magasin	Klampenborgvej (downtown Lyngby)

Useful food dictionary

Danish

Brød

Franskbrød
Rugbrød
Grovbrød
Boller
Wienerbrød
Kiks
Mejeriprodukter
Mælk
Sødmælk
Letmælk
Skummetmælk
Kærnemælk
Kaffefløde
Piskefløde
Yoghurt
A 38
Creme Fraiche
Tykmælk
Smør
Margarine
Plantemargarine

Drikkevarer

Te
Kaffe
Øl
Sodavand
Juice
Saftevand
Kildevand
Almindeligt vand

Pålæg

Skinke
Spegepølse
Ost
Leverpostej
Kød og fjerkræ
Oksekød
Hakket oksekød
Kalvekød
Svinekød
Hakket kalv og flæsk
Lammekød
Lammekølle
Kylling
Kalkun
Hakket kalkun

Frugt og grønt

Appelsin
Æble
Pære
Banan
Vindruer

English

Bread

White bread
Rye bread
Brown bread
Buns/rolls
Danish pastry
Biscuits

Dairy products

Milk
Whole milk
Semi-skimmed milk
Skimmed milk
Buttermilk
Cream
Whipping cream
Yoghurt
Sour milk
Sour cream
Junket
Butter
Margarine
Vegetable margarine

Beverages

Tea
Coffee
Beer
Soft drink
Juice
Cordial
Spring water
Plain water

Cold cuts/spreads

Ham (pork)
Salty sausage (pork)
Cheese
Liver paté (pork)
Meat and poultry
Beef

Minced beef
Veal
Pork
Minced pork & veal
Lamb
Leg of lamb
Chicken
Turkey

Fruit and vegetables

Orange
Apple
Pear
Banana
Grapes

Danish

Tomat
Agurk
Salat
Spinat
Kartofler
Gulerødder
Løg
Hvidløg
Ærter
Bønner
Champignon
Blomkål
Hvidkål

Fisk

Tun
Laks
Torsk
Rødspætte
Ørred
Rejer

Krydderier

Sukker
Salt
Peber
Karry
Kanel
Ingefær
Timian
Oregano
Basilikum
Nelliker
Muskatnød
Anis/stjerneanis
Chili
Paprika
Kardemomme

Diverse

Pasta
Nudler
Mel
Ris
Rismel
Majs
Majsmel
Olie
Olivenolie
Vindruekerneolie
Solsikkeolie
Salatolie
Æg
Gær
Is

English

Tomato
Cucumber
Lettuce
Spinach
Potatoes
Carrots
Onion
Garlic
Peas
Beans
Mushroom
Cauliflower
White cabbage

Fish

Tuna fish
Salmon
Cod
Plaice
Trout
Shrimps

Spices

Sugar
Salt
Pepper
Curry
Cinnamon
Ginger
Thyme
Oregano
Basil
Cloves
Nutmeg
Aniseed
Chilli
Paprika
Cardamom

Miscellaneous

Pasta
Noodles
Flour
Rice
Rice flour
Maize/corn
Maize flour
Oil
Olive oil
Grapeseed oil
Sunflower oil
Salad oil
Egg(s)
Yeast
Icecream/Ice

The local area

Kongens Lyngby is an urban area with a population of about 54,000. The city is the administrative center of Lyngby-Taarbæk Municipality, which is one of the most affluent areas in Denmark. The municipality lies north of the city of Copenhagen within the greater Copenhagen area.

Information about tourist spots in Kongens Lyngby and the surrounding area can be found on <http://visitlyngby.dk/?lang=en>

Cafés and restaurants

Cafés and restaurants can be found in downtown Kgs. Lyngby, in Lyngby Storcenter and in Lyngby Kulturhus, which lies across the street from Lyngby Storcenter on Klampenborgvej.

Cultural spots

Cinema: Nordisk Film Biografer Lyngby in Lyngby Kulturhus (www.nfbio.dk/lyngby)

Public libraries

The library in Kgs. Lyngby, Stadsbiblioteket, is located at Lyngby Hovedgade 28.

Opening hours

Monday-Thursday: 8-20

Friday: 8-20

Saturday: 11-16

Sunday (October through March): 11-16

Sports facilities

As a student at DTU, you can join DTU Sport and DTU Fitness. The price for a DTU Fitness membership which includes bodybike (spinning) is currently 500 DKK for one semester. The fitness room at DTU includes:

- Treadmills, cross trainers and stationary bicycles
- Rowing machines
- Kettlebells and dumbbells
- Eleiko and Leiko barbells
- Eleiko weight plates
- Squat racks/cages

Various sports are represented at DTU Sport. Some of these are:

- Football (soccer)
- Basketball
- Rugby
- Badminton
- Volleyball
- Climbing (bouldering)
- Diving

The website of DTU Sport can be found at www.dtusport.dk and contains more information.

Other sports facilities in the local area include:

- **Lyngby Kickboxing:**
www.lyngbykickboxing.dk
- **Lyngby swimming hall:**
www.lyngbyidraetsby.ltk.dk/svoemme
[hal](http://www.lyngbyidraetsby.ltk.dk/svoemme)
- **Lyngby Tennis Club:**
www.lyngbytennis.dk/front-page
- **Fitness World Lyngby:**
www.fitnessworld.dk/

Transport

In Denmark we love to ride our bicycles and this is our favourite type of transportation – especially for students, since the public transportation in Denmark is very expensive!

Bicycle

The Greater Copenhagen area has some very good bike paths and is generally very bicycle-friendly.

Please note that **it is mandatory to have lights on your bicycle from dusk until dawn**. Failure to comply with this may result in a fine of 700 DKK. A bike helmet is not mandatory, but recommended.

Where to get a bike

Used bikes

Ask around or look for students posting bike sales on **CampusNet**, **Facebook** or the “**buy and sell**” section on **Portalen**. Some shops such as BrugteCykler.dk sell second hands bikes. Other popular options are:

- ✓ **Den Blå Avis** or **Gul & Gratis** – lots of privately sold used bikes. These newspapers are published in Danish, so ask a Danish-speaking person for help or use Google translate. www.dba.dk and www.guloggratis.dk
- ✓ The **Police bicycle auctions** in Copenhagen. The auctions are held by Lauritz.com (you can bid online). The bikes are located in the auction room on Slotsherrensvej 113 in Vanløse. Be aware that the bikes are sometimes in lousy condition and need quite a bit of money to fix. Payment can be done online on Lauritz.com.

New bikes

You can get a new bicycle from **bike shops** or **supermarkets and hardware shops** such as Kvikly, SuperBrugsen, Føtex and Harald Nyborg.

Frame number

All bicycles sold in Denmark have a unique code engraved in the frame. It's possible to check if a bike has ever been registered stolen via the 'police' app. When buying a used bike it's therefore a good idea to get a receipt with name and frame number on. Taking an old bike from streets is viewed by the authorities as “illegal appropriation of lost property”.

Locking a bicycle

An unlocked bike can easily be stolen within a few days, sometimes hours. The best way to lock a bike is with a high quality lock through the frame and the rear wheel to something rigid like a lamp post. All locks can be cut and the cheapest ones can be kicked open, so it's better not to park an expensive bike outside. Please note, the hallways in Campus Village are fire escape routes and it's therefore not allowed to park bikes in them, whereas keeping a bike inside your private room is perfectly OK.

Safety

Annually, about 17.500 bike riders receive hospital treatment. Some accidents happen because missing lights but most are due to simple mistakes and carelessness. A legal bike has two brakes, lights, reflexes and a bell. A bicycle helmet may save the rider from a concussion. There are traffic-rules for bikes; slow riders stay in the right side of the lane making way for others to overtake. Weekly service-checks are in order: adjusting brakes, pumping tires, lubing the chain, etc. The nearest bicycle

repair shop is Grandjean Cykler on Carlshøjvej 53. DTU also has bicycle repair stands in several places - one of them near the main entrance in 101.

Tips for a bike trip

Local areas such as The Mill Brook, The Deer park, Bellevue beach and Lyngby, Bagsværd and Furesø lakes are ideal for bike exploration. In the summertime many people go on longer day trips as 40 km along Strandvejen to Hamlet's castle in Helsingør and the beach in Hornbæk or the scenic country roads to Roskilde with its cathedral and Viking Ships.

Car

If you bring your car to Denmark you need to register the car at SKAT, if you are staying here for **more than 185 days** –you can find the correct form on their website: www.skat.dk

If you stay here **less than 185 days**, you do not need to do anything, but **keep a documentation of your period** in Denmark (e.g. your rental agreement) in the car.

Parking

Parking in inner city areas in Denmark usually costs money. Payment for parking is done in a parking meter and a parking ticket must be placed in the windscreen.

In other areas parking is free, but often time-limited. For this purpose you'll need to purchase a **parking disc**. Parking discs are available at tank stations and hardware shops and need to be attached to the inner surface of the windscreen in the passenger (right hand) side of the car.

- ✓ The parking disc should be set to the **time you arrive**. E.g. if you park your car at 10:13 am, you should make sure the arrow of the parking disc is pointing at 10:15.

Busses and trains – The Zone system

The greater Copenhagen area is separated into transportation zones. The number of zones that you pass through on your travel determines the price of your public transport ticket.

Campus Village is located in zone 51. An overview of the zones in the greater Copenhagen area is shown below. Note that the map is based on a location in zone 51.



Getting from the airport (zone 4) to Campus Village is six zones and getting from Campus Village to the inner city in Copenhagen (zone 1) is five zones. You start counting in the zone you're in.

Tickets

Different types of cash payments exist. You can buy **single tickets** in the bus or at train/metro stations. It is also possible to buy an electronic card called **Rejsekort** (English: travel card). Travelling by using a Rejsekort means that you must check in at the beginning of your travel and everytime you change bus/train, and remember to check out again at the end.

Two types of Rejsekort exist: personal and anonymous. The personal rejsekort gives the largest discounts, but you have to order it online and receive it by mail. The anonymous rejsekort can be bought at various venders and can be used immediately.

More information about the rejsekort can be found on www.rejsekort.dk

Prices

Number of zones	2	3	4	5	6	7	8	All
Tickets (adults) in DKK	24	36	48	60	72	84	96	108
Rejsekort anonymous	15	20	25	30,50	36,50	41,50	47	49

Ungdomskort

As a student at a university in Denmark, you are eligible to receive an Ungdomskort (Youth card). An Ungdomskort costs 20.22 DKK pr. day. Usually you pay for a month at a time, which means that it costs **around 615 DKK pr. month**. An Ungdomskort allows you to **travel freely in all zones** in the Copenhagen area in the valid time period. It is valid in busses, S-trains, metro, etc.

Once the SU office at the Technical University of Denmark has approved you as a student, you can apply for an Ungdomskort at www.ungdomskort.dk

Types of public transport

All S-train stations can be easily found by looking for the big red sign with a white S: 

S-tog (S-trains)

The S-tog system is more or less like the Underground in London or the Metro in Paris. The difference is that the trains do not drive underground (except for between Østerport and Vesterport).

During rush hour, trains run with 10 minute intervals. At other times, they run with 20 minute intervals.

You can bring your bicycle with you on the S-trains (not Metro) for free, but note that you may not get on or off trains with your bicycle on Nørreport st. during rush hour!



The Metro in Copenhagen

Metro

The metro runs mainly underground. The metro trains are automatic and run every 2-3 minutes during rush hour and every 5 minutes at other times.

Bicycles are not allowed on the Metro during rush hour!

Busser (busses)

Numerous bus lines exist in Copenhagen and the surrounding area. For an overview (unfortunately only in Danish) check out www.moviatrafik.dk/dinrejse/kort/Pages/Kort.aspx

General

Whenever you are planning a trip, we recommend that you check out www.rejseplanen.dk to plan your trip, get door-to-door directions and find price information.

Moving out

Sometime before you move out you will receive a **“moving out”-email**, letting you know all you need to do when you move out. In general you need **to clean the entire room thoroughly** and return a **“Deposit”-form** (attached in the “moving out”-email).

When you have left your room and your **keys are returned** to the accommodation office, we will check your room for any damages or lack of cleaning – if everything is fine we will proceed with paying back your deposit after checking that all your payments are in order and that we have received your deposit form. The process usually takes between 4-8 weeks from everything is handed over to us and till you have the money in your account.

Change your moving out date

Cancellation:

If you get a contract for two semesters, please note: even though the rental agreement is binding for the full period stated in your contract, the Accommodation Office may be able to accept a cancellation for the 2nd semester accommodation. If you wish to request a cancellation, please inform us before May 1st for cancelling the following Fall semester or November 1st for cancelling the following Spring semester, and we will do our best to find another student to take over the lease of your accommodation.

Extend your contract:

As a rule, we cannot grant extensions because of the tight housing market in the Copenhagen Area. However, as soon as you know that you would like to stay here longer, you should make a request at the Accommodation Office for an extension, and we will see what we can do.

Contact information

IT support

Phone: +45 45 25 55 55

E-mail: aitservicedesk@adm.dtu.dk

Contact them in case of internet problems

Emergency Contact

ONLY IN CASE OF EMERGENCY THAT CAN INDUCE FURTHER DAMAGE ON THE BUILDINGS

DTU Security:

Phone: +45 23 38 60 19

Accommodation Office

Our opening hours:

Monday-Friday 10.00-14.00,

E-mail: acco@adm.dtu.dk

Contact us regarding your rental agreement and payment.

In case of emergency contact

Police, fire department, ambulance **Phone 112**

The police in Lyngby (the phone number is general for the police nationwide)

Ørnegårdsvej 16

2820 Gentofte

E-mail: njs@politi.dk

Phone: 114 (for non-emergencies)

Acute Phone

If you are in doubt of what to do in a medical emergency, you can call 1813 and nurses will be ready to assist you. Please notice, that it is usually not possible to go the emergency room without calling 1813 beforehand.

Phone: 1813

Non-Danish mobile phone services

If you are using a mobile phone service established outside of Denmark, please remember to use Denmark's country code **+45** before dialing 1813.

Nurses especially trained to help you

The 1813 help line is staffed by specially trained nurses who will be able to tell you at once what to do next: whether to contact your doctor (GP) or go to your local emergency room or urgent care clinic. In case of the latter, you will also be told the address of the clinic with the shortest waiting time.

Cutting waiting time

The Capital Region wants to ensure that your call does not go unanswered for more than two minutes. When your call is answered there will be plenty of time for you to explain what has happened and for you to be given a thorough answer.

The help line is always staffed

The help line is staffed round the clock, 365 days a year, and no question is too large or small.

Hospital in Gentofte (The closest one to Lyngby)

Gentofte Hospital

Niels Andersens Vej 65

2900 Hellerup (Bus 169 from Lyngby station stops there)

Phone: 38 67 38 67

List of signs

-  Departments
-  Oticon Hall
-  Administration
-  Campus Service
-  Residential halls and guest houses
-  SCION, DTU
-  Instructional buildings
-  Bus stop
-  Canteen
-  University Library

