UNIVERSITY OF COPENHAGEN
Faculty of Social Sciences
Department of Anthropology

International Exchange Students
STUDENT HANDBOOK
2009/2010

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Introduction

This Student Handbook was written by Student Advisory Service at the Department of Anthropology. We hope that it will shed light on many of the practical questions and study-related issues that may arise in connection with your course(s) at the Department.

In late summer 2005, the Department of Anthropology moved into Copenhagen's old Municipal Hospital building in the newly-established Centre for Health and Society (Center for Sundhed og Samfund, CSS), along with the departments of Political Science, Psychology, Sociology, Economics and Public Health Science, and a series of research institutions. Although this meant bidding farewell to the old premises on Frederiksholms Canal, it paved the way for exciting opportunities for inspiring new interdisciplinary partnerships. To help you find your way around CSS, this Student Handbook presents some basic practical information about its facilities.

We hope you will enjoy reading this handbook, and wish you all the best of luck in your studies.

Yours sincerely

The Student Advisory Service at the Department of Anthropology

studievejledning@anthro.ku.dk

Building 5, Room 5.1.20

The Department of Anthropology, University of Copenhagen, Øster Farimagsgade 5, DK-1353 Copenhagen K, Denmark.
1. The Department of Anthropology

The Department of Anthropology at the Institute of Anthropology welcomes every year between 60 and 70 international students (guest students and exchange students). Furthermore the Department of Anthropology offers two Master’s degrees in English:

Master in Anthropology: The MSc in Anthropology from the University of Copenhagen is a two-year programme taught in English. The aim of the Master's Programme in Anthropology is to provide a theoretical further education with thematic and regional specialisation, as well as experience in research methodology (e.g. data acquisition and cultural description and analysis). The MSc in Anthropology culminates in a thesis, material for which is collated through fieldwork.

Master in Anthropology and People-Centred Business: The MSc in Anthropology and People-Centred Business is a two-year master's programme taught in English. The programme aims to train highly qualified graduates through a Master's in anthropology to be an academic part of business relations, where they develop and use anthropological methods, abilities and knowledge.

You can read more about the Master’s degrees in English on our webpage.

The Department of Anthropology also offers educational programmes in Danish at BA and MSc-levels.
2. Calendar

Autumn:
Courses: approx. weeks 36–50
Autumn holiday: week 42
Christmas holiday: week 52

Spring:
Courses: approx. weeks 6–20
Easter holiday: week 15
Summer holiday: the whole of July

The Department is closed on May Day (1 May), Great Prayer Day (fourth Sunday after Easter), Ascension Day (40 days after Easter Sunday), Whit Monday and Constitution Day (5th of June).

Important Deadlines:

Spring semester:
Course registration: 1–15 January
Withdrawal from courses: approx. 22 January
Withdrawal of registration from examinations: at the latest, one week before examination

Autumn semester:
Course registration: 1-15 August
Withdrawal from courses: approx. 21 August
Withdrawal of registration from examinations: at the latest, one week before examination
3. Information and supervision

The following section features a list of the different bodies that you may need to contact during your time as a student at the Department of Anthropology. It contains both practical and more counselling-oriented places, people and information channels.

3.1 Student Services

Student Services will be able to answer many of the most commonly asked questions. The Student Services centre is located on the first floor of building 5 (5,1).

Student Services comprises a number of functions. As well as the two mentioned below, you will find a pedagogic centre, Project- & Career Advisory Service and a centre for international students. Further information about the centre is available at: http://socialsciences.ku.dk/students/studentservices.

3.1.1 The Student Advisory Service

Academic and personal counselling

Student Advisory Service is on hand to help with all questions and problems related to studying, e.g. explanations of rules and procedures, possible study programmes, problems with examinations, etc. You are also welcome to pose questions or problems of a more personal nature, e.g. if you are stuck with an assignment or are wondering whether the anthropology programme is right for you. In short, if you have a question, Student Advisory Service is the first place to turn. If Student Advisory Service is unable to help you, you will be put in touch with somebody who can.

Student Advisory Service also holds a series of information meetings throughout the programme, which you are advised to attend whenever the meeting's subject is relevant to you.

Location: Building 5, room 5.1.20
Tel.: 35 32 34 53
E-mail: studievejledning@anthro.ku.dk
Opening hours: Please note that Student Advisory Service has limited opening hours – both via the telephone and in person. Please consult the Department of Anthropology website for details of when the service is available.

3.1.2 Mentor

To help you get a good start, the Department of Anthropology aim to provide mentoring support to all our international students upon arrival. Every International student is upon admission at The University of Copenhagen asked if they wish to have a mentor, and the mentor coordinator will contact you hereafter. If you have any questions concerning the mentor program, please contact mentor@anthro.ku.dk
A mentor is not an academic tutor, but a Danish student, who, on a voluntary basis, agrees to help you settle in during the first days of your stay in Denmark. In general, mentors will help you with practical matters such as registration with the Danish authorities, advise you on where to shop and introduce you to the University premises.

### 3.1.3 Student Information Desk

The Student Information Desk (SAMF-Information) offers assistance with enrolment and withdrawal, registering grades, PIN codes for the PUNKT KU website, access passes and transcripts of your grades.

Location: Building 5, room 5.1.34  
Tel. 35 32 35 46  
E-mail: samf-fak@samf.ku.dk  
Opening hours: Monday-Friday 10:00–15:00 (phoneline until 16:00)

### 3.1.4 Educational Centre of Social Sciences

The Educational Centre of Social Sciences aims to equip students for the academic challenges of studying, and helps academic staff become skilful lecturers and supervisors. Its services are provided free of charge to both students and staff at the Faculty of Social Sciences.

The Educational Centre offers free, confidential, individual guidance on writing and study techniques for everybody at the Faculty of Social Sciences. It can also help you to gain admittance into a writing group while you are working on your written examination.

Location: Building 5, room 5.1.08  
Tel.: 35 32 45 34 and 35 32 45 38  
E-mail: psc@samf.ku.dk  
Opening hours: Open all week. Call/e-mail to make an appointment.  
[http://samf.ku.dk/pcs/english/](http://samf.ku.dk/pcs/english/)

### 3.1.5 Project- & Career Advisory Service

Project- & Career Advisory Service promotes co-operation between University students and private and public organisations beyond academia. This co-operation can be combined with your final thesis or other major papers. Its services are available to all students at the Faculty of Social Sciences.

Location: Building 5, room 5.1.12  
Tel.: 35 32 30 99  
E-mail: pkv@samf.ku.dk  
Opening hours: Wednesday 12:00-16:00 & Friday 10:00–15:00. Closed on all other days.

### 3.2 The Department of Anthropology Secretariat

The Department of Anthropology Secretariat is the place to go if you require practical
information about the Department. Here, you can register a change of address, have your access pass activated for the student areas in the Department of Anthropology, etc.

Location: Building 16, room 16.1.16  
Tel.: (353) 234 64  
E-mail: reception@anthro.ku.dk  
Opening hours: Monday–Friday 9–15:00. Closed for lunch 12–13:00.

All employees of the Department of Anthropology have their own pigeonhole where you can leave letters, messages, assignments, drafts, etc. The pigeonholes can be found in building 16, room 16.1.28A.

3.2.1 The Study Secretary

Examination papers are submitted to Ulla Andersen. She is also the person to talk to if you have to withdraw from an examination.  
Location: Building 16, room 16.1.20  
Tel.: 35 32 34 67  
E-mail: ulla.andersen@anthro.ku.dk

Problems with online registration to courses or to Absalon, contact Charlotte Rosenmejer  
Location: Building 16, room 16.1.36  
Tel.: 35 32 39 31  
E-mail: cr@soc.ku.dk

Credit-transfer applications are submitted to the mail merit@anthro.ku.dk or delivered in the pigeon hole marked “merit og dispensation Antropologi”

Applications for exemptions are submitted to dispensation@anthro.ku.dk or delivered in the pigeon hole marked “merit og dispensation Antropologi”.

3.3 Libraries

Students primarily use two libraries:

3.3.1 The Department of Anthropology library

Librarian: Jan Starcke.

The Department of Anthropology's library is located on the first floor of building 4. It has at its disposal more than 12,000 books on social anthropology and related subjects, subscriptions to a whole host of periodicals, a major collection of compendia from previous courses, examples of answers to examination assignments and a complete collection of submitted theses.

In 2008 the libraries of anthropology and sociology were merged
You must register at the library in order to borrow books – ask the librarian for help with this. The library operates a self-service loans system.

If you have any questions, please consult the librarian, Jan Starcke, for help and advice.

Tel.: 35 32 34 59
E-mail: jan.d.starcke@anthro.ku.dk
Opening hours: Monday–Friday 9:30–16:00

3.3.2 The Royal Library

The Royal Library is Denmark's national library, as well as the main library of the University of Copenhagen. There are three branches: Gothersgade 140, which is the social science and legal science library; Njalsgade 80, which is the humanities library; and Slotsholmen, home of the 'Diamond', which contains reading rooms for researchers, reference books and special study centres. Anthropological books and periodicals are usually found at the Gothersgade branch. In order to gain access to the Royal Library, you must first register as a borrower. To do this, take your student card and health-insurance certificate to one of the branches.


In addition, the different subsidiaries of the Royal Library feature a number of wi-fi-equipped reading areas that provide an excellent alternative to CSS's student facilities.

3.4 Other counselling services

3.4.1 The International Office

The International Office provides a service for all those studying at the University who want to do part of their studies abroad. If you are considering a study trip, you are always welcome to contact the office to discuss your options. You can also consult Student Advisory Service at the Department of Anthropology.

Location: Fiolstræde 24, 2nd floor, DK-1010 Copenhagen K, Denmark
Tel.: 3532 2918
E-mail: inter@adm.ku.dk
Opening hours: Monday–Friday 10:00–15:00, Thursday 12:00-17:00
http://www.international.ku.dk

3.4.2 The SU Office

This office looks after students' SU (maintenance grants and loans). This is where you go to get the relevant forms and apply for grants and loans, or if you have any questions regarding SU. Please note that the SU is generally only awarded to Danish students, however, in some
special cases it might be available to foreign citizens too. For more information contact the
SU office.

Location: Fiolstræde 22
DK-1171 Copenhagen K, Denmark
Tel.: 33141536
E-mail: su-kontoret@adm.ku.dk
Opening hours: Monday–Friday 10:00–15:00, Thursday 12:00-17:00
www.su.ku.dk

3.4.3 The Student Counselling Service

The Student Counselling Service provides free social, psychological and psychiatric advice to
students on higher education programmes, in connection with problems that affect their
ability to study. Student Counselling employs psychologists, social workers, psychiatric
consultants and secretaries, all of whom are subject to confidentiality guidelines.

Location: The Student Counselling Service, Kompagnistræde 21, 2nd floor, DK-1208
Copenhagen K, Denmark
Tel.: 33121911
E-mail: kompagnistræde@studraadgiv.dk
Opening hours: Monday-Thursday 9:00–15:00, Friday 9:00–13:00
Psychologists and social workers are also available by phone: Monday–Friday 11:00–12:00
http://www.studraadgiv.dk/

3.5 Information channels, websites, etc.

There are a number of websites, portals, etc., that may be useful and will help you keep up to
date with developments at the Department of Anthropology.

3.5.1 The Department of Anthropology website

Here you will find curricula, calendars, lists of the Department's employees (alongside their
responsibilities and research interests), practical information about different examinations,
advice about study trips abroad, notice boards and much more. The website also features all
of the latest news about the Department of Anthropology. You are therefore encouraged to
visit regularly.
http://antropologi.ku.dk/english/

3.5.2 KU net - www.KUnet.dk

This internet portal provides one-stop access to your student e-mail, do-it-yourself services,
Absalon, online forums, etc. You can, for example, register and withdraw from your courses,
see your study information, print your grades, check your e-mail and share files with fellow
students. When you enrol in a study programme at the University of Copenhagen, you will
receive an ID/student card, a PIN code and an e-mail address. The pin code and your Danish
CPR number enable you to log on to KU-net. The ID card, along with the PIN code, also
grants you access to CSS (remember to get your card activated at the reception) and, if necessary, functions as a borrowing card for the Royal Library. In addition, it may entitle you to certain discounts, e.g. on books.

It is important that you check your KU net e-mail regularly, as this is your main channel of communication with the University. Your email address is [KU Username]@alumni.ku.dk. You can access the new email through www.KU.net.dk If you want to have your KU net emails in your private email account you have to set up your private email account to retrieve emails from your KU client. Or you can read your KU emails by accessing www.KU.net.dk

If you lose your PIN code, you must contact the Student Information Desk. If you have lost your ID card, you must log on to KU net to cancel it (in order to avoid misuse) and order a new card. The new ID card is free, and is usually sent by post within a couple of days.

For further information about the individual functions in KU net: http://intranetguide.ku.dk/
For further information about the ID card: www.ku.dk/idkort/

As much of the KU net homepage is in Danish, it can be difficult for English-speaking students to find their way around. Contact Student Advisory Service if you need help.

**3.5.3 Mailing lists from the Department administration**

The Department of Anthropology hosts a number of forums at www.KU.net.dk . Almost every day, the administration sends out notification e-mails out about guest lectures, conferences, scholarships, jobs, etc. that may be of interest to students. The forums constitute one of the primary information channels for students, so it’s a really good idea to register. Remember that you must sign up for these forums via KU net.

The following four forums have already been set up. Please note that only the first mailing list is for information in English. The other three forums are for information in Danish. However, you may wish to register for these mailing lists too, depending on your interests (and your ability to make sense of the Danish words).

**Information for International Students at IA**
- a mailing list for all kinds of student information available in English.

**Information fra Institut for Antropologi**
- a mailing list for (mostly) important information from the Department administration.

**Job & praktik info fra Institut for Antropologi**
- a mailing list for relevant student job or internship notifications, which are received by the administration.

**Inspiration fra Institut for Antropologi**
- a mailing list for notifications about relevant lectures and conferences, which are received by the administration.
3.5.4 SIS

SIS is the University of Copenhagen Study Information System. Here you will find lesson plans with course descriptions, information about schedules and the locations for classes. Information about courses at the Department will always be published here. [www.sis.ku.dk](http://www.sis.ku.dk) or through [www.KUnet.dk](http://www.KUnet.dk).

3.5.5 Absalon

By logging on to KU net, you can also access the Absalon, an interactive website, which contains information about your courses, messages from your teachers, course documents, etc. You can find an English guide to the Absalon system on the Department of Anthropology’s website. The Student Information Desk can also provide help with the Absalon (see 2.1.2).
4. Courses

4.1 Types of courses

Whether you are an exchange student (coming here through an existing bilateral exchange between us and your home institution) or a guest student (coming here through a selfarranged agreement with us), you will be at the Department of Anthropology on the basis of a "no fee-no degree" arrangement. You will be allowed to follow courses from our catalogue, but you will get your Bachelor's or Master's degree from your home institution. Please note that if you are coming through an anthropological ERASMUS exchange programme, you are formally required to follow at least one course per semester at the Department of Anthropology.

Every semester, a range of courses are held in English. The list of courses offered can be found at the Department’s website and at SIS (see 2.5.4). The list of courses is updated in December-January for the upcoming spring semester and in May-June for the upcoming fall semester. The Department offers courses that run throughout the whole semester and courses that run through half of the semester (either the first or second half). Please note that the courses are attributed different amounts of ECTS points.

4.2 Course and examination registration

Registration for courses entails automatic registration for the relevant examination for the specific course. If you do not wish to submit an examination for a specific course, remember to withdraw your registration at the latest one week before the examination. Be aware that you will not receive academic credit for a course until you have passed the relevant examination for the course. For further information about registration and withdrawal from examinations, please refer to 5.2.

In order to register for courses, log on to KUnet and select 'Selvbetjening' ('Selfservice') and 'Kursustilmelding' ('Course registration') and then 'Blanketter' ('Forms'). If you have problems with online registration contact Charlotte Rosenmejer cr@soc.ku.dk. If you are unable to remember your access code for KUnet, contact the Study and Examinations Office.

International students registering for their first semester at the Department should send an email to Charlotte Rosenmejer, who will sign them up. For the next semesters, however, international students will be able to and will be expected to register for their courses by themselves online.

The deadline for course registration is approximately 15 January for courses in the spring semester, and approximately 15 August for courses in the autumn semester. Course registration is open from 2 weeks before the deadline. Withdrawal and re-registration can take place until approximately 21 January and 21 August respectively. Registration after these deadlines is submitted to the Board of Studies. After these deadlines, withdrawal is only possible for examinations, not for the actual course.
If less than 10 students register for an elective course the course will be cancelled. Places are allocated on a first come, first served basis. If the course is already overbooked when you apply, you can add your name to a waiting list.

4.3 Student jobs relevant to your studies
Many students elect to work while they study. If you are considering finding a job relevant to your studies, a good place to start is the job database managed by the University of Copenhagen: KU jobbank at [http://jobbank.ku.dk/](http://jobbank.ku.dk/) (in Danish).

In addition, the Student Advisory Service notice board is regularly updated with various job postings.

4.4 Reading and writing groups
Many students benefit from joining reading and writing groups during their studies. These groups, which usually consist of 3–4 students, are a good way of finding academic sparring partners and discussing your ideas, thoughts and doubts, but can also act as a social forum where you can enjoy the company of your fellow students. In the run-up to examinations, members of reading and writing groups can provide a regular source of feedback on drafts and sample texts from examination assignments.

In general, the Department encourages students to join reading and writing groups. During some courses, formal writing groups will be set up.

The Educational Centre of Social Sciences has published a pamphlet called *Skrivegrupper* (Writing Groups), which contains advice and case studies that may be a source of inspiration to help you to get the most out of working in writing groups. The pamphlet *Studieteknik for studiestartere 2005* (Study Techniques for Beginners), published by the same centre, also contains a section about how to organise reading/writing groups. It is available from Student Advisory Service, or on the Educational Centre of Social Sciences' website: [www.samf.ku.dk/pcs](http://www.samf.ku.dk/pcs)
5. Written assignments

On the following pages, you will find general guidelines for the written assignments, as well as information about formalities and bibliographic standards.

It is a good idea to study the learning targets of each course, as these form the assessment criteria on the basis of which the examination papers will be assessed. We suggest consulting your course website regularly, to make sure you are aware of the academic criteria that apply.

5.1 Formalities for written work

The Department of Anthropology has drawn up a standard format for all written work. The standard format contains rules for the content of cover pages, examination forms and length, as well as guidelines for layout and bibliographic standards. Each individual element is described in greater depth below.

5.1.1 Cover pages

All written work submitted to the Department of Anthropology must include a cover page, which you produce yourself and which includes the following information:
1. Your name
2. The title of the assignment
3. Type of assignment
4. Course (title and teaching period. e.g. spring __, autumn __)
5. Name of teacher or supervisor
6. Examination question for the assignment (for compulsory assignments)
7. The length of the assignment in keystrokes – incl. spaces; excl. cover page, table of contents, notes, bibliography and any enclosures (which can be listed on the cover page of the assignment)
8. Date of submission

If this information is not included, the assignment will be rejected on administrative grounds.

5.1.2 Examination forms

You must fill out a registration form for all written work submitted. For group responses, a form must be filled out for each individual student in the group. Each individual course has its own forms, which are kept in a folder at reception or can be downloaded from the Department of Anthropology website: www.antropologi.ku.dk. It is vital that you remember to complete the form when you submit an assignment. Without the form, the written work will not be registered in the system, which means that the course/module is not added to the study-statistics card.
5.1.3 Length

The length of written works is calculated in terms of the number of keystrokes, including spaces, but excluding the cover page, table of contents, notes and bibliography. If the length deviates from the number stipulated by more than +/-10%, this will be taken into account in the assessment. If the deviation is greater than +/-20% the assignment will automatically be rejected. The specific requirements for the scope of the assignment are included in the Curriculum's Course Catalogue under the subject concerned.

5.1.4 Layout

A standard page is typically in font size 12, using the fonts Times New Roman, Arial or similar, 1.5 line spacing and 3 cm margins at each side.

5.2 Bibliographic standards

All written work submitted to the Department of Anthropology must include references and a bibliography listing the books, articles, etc. referred to in the assignment. If you use references but do not write a bibliography, it will be considered as examination cheating.

Reference must be cited each time significant new material from a source is brought into the discussion, and all direct quotes must be referenced.

If other people's or the student's own written work is quoted in the assignment, this must be made immediately obvious. Quotes must be enclosed in quotation marks and the source must be clearly stipulated. However, you must only use quotes to document significant parts of your argument. Use of the student’s own previous written work must be limited.

The Department's recommendations for the form of references and bibliography are described in greater depth below.

5.2.1 Sources for the following standards

This short description of guidelines is in accordance with the AAA Style Guide from 2003, which is available at http://www.aaanet.org/pubs/style_guide.pdf. With very few exceptions, the AAA Style Guide uses the so-called author-date system described in the Chicago Manual of Style (14th ed.) as standard. If the description in this handbook gives rise to any doubt, it is therefore recommended that you consult the AAA Style Guide or Chicago Manual of Style, which is available in its 15th edition on the website http://www.chicagomanualofstyle.org/home.html.
5.2.2 References and reference techniques

Literary sources are written in the text (not in separate notes) in brackets before the sentence's closing punctuation (comma, full stop, etc.).

Model: (Author(s) year of publication:page reference), e.g. (Carsten 1995:225)
NB: Space between author and year of publication. No spaces between year, colon and page number.

5.2.2.1 Author(s):
State only the surname, if the assignment's bibliography only contains a single author with that surname: (Ardener 1996:198)

If the bibliography contains two or more authors with the same surname, the author's initial is also stated: (E. Ardener 1996:198)

If reference is made to texts written by two authors, both their surnames are stated, like this: (Lakoff & Johnson 1980:61) or (Comaroff & Comaroff 1992:3)

For texts written by more than two authors, the reference is as follows: (Dirks et al. 1994:30)

However, the bibliography must contain the names of the authors:
Dirks, Nicolas B., Geoff Eley, & Sherry B. Ortner

If you need to refer to several texts at the same point in the assignment, this can be done in the same brackets separated by semicolons, as follows:
(Carsten 1994:223; Schneider 1968:50)

If reference is made to notes in a text it is done like this: (Anagnost 1997:192 n. 46)

If the text refers to a volume in a work consisting of several volumes with a joint year of publication, the reference can be as follows (Stary 1990:7), and the volume number is written in the bibliography like this:
Stary, Giovanni

However, if you refer to different volumes in a work consisting of several volumes, the volume number is inserted into in the reference (Stary 1990, vol. 2:7) and is omitted from the bibliography, where you must write:
Stary, Giovanni
If reference is made to a quote by an author that is cited in another author's work, you can either make sure this is clear from your text or state both authors' names and the year and page number in the text, where the reference takes the form: (Schneider in Carsten 1995:224)

5.2.2.2 Year of publication
If the text referred to on the assignment is not the first edition but a subsequent translation, reprint or similar, you must state both the year of publication of the edition used and the first edition of the text, like this: (Levi-Strauss 1969 [1949]:135)

NB: The year of the first edition is stated in square brackets when this work is referred to in the bibliography:
Levi-Strauss, Claude

In cases where reference is made to several texts with the same year of publication and by the same author, mark them alphabetically, like this: (Leach 1961a:20) and (Leach 1961b:10)

In the bibliography, these works would appear as follows:
Leach, E. R.

5.2.2.3 Page references
Page references refer to the page number(s) where the quote, excerpt or abstract of the author's argument referred to in the assignment are found in the source:

If the quote/excerpt is taken from a single page in the stated text, the reference looks like this: (Carsten 1995:226)

If the quote/excerpt is taken from two or more consecutive pages, the reference looks like this: (Carsten 1995:223–225)

If the excerpt is taken from several non-consecutive pages, the reference takes this form: (Carsten 1995:223,228) or (Carsten 1995:223–225,228,235–236)

If you want to refer to a text as a whole, the colon and page number are omitted. ‘Carsten 1994’ refers to the text, while ‘Carsten (1994)’ refers to the author as the person concerned expresses himself in the text from 1994 – both these forms can replace the parenthetical reference (Carsten 1994).

5.2.3 Bibliography

The bibliography has the heading Literature. All the works referred to in the assignment are listed here.

The list is structured according to the following principles:
1) The works used are listed alphabetically by author's name (surname, first name(s))

2) If reference is made to several works by the same author, they are listed according to the following principles:
   a) First, works of which the author concerned is the sole author. These are listed chronologically (by year of publication). If there are several works with the same year of publication, they are listed alphabetically by title, and the year numbers are marked with a, b, c, etc. (see the example below).
   b) Next are listed works written by the author concerned along with other authors. These are listed alphabetically (sorted by author no. 2, no. 3, etc.) and, in the case of several works by the same team of authors, chronologically.

3) For books, in addition to author name(s), year and title, state the place of publication and publisher. The title of the book is written in italics.

4) Articles from collections, or articles or excerpts from books, state the name(s) of the article's or the excerpt's author(s), the year and the article's or the excerpt's title followed by I: and title, name(s) of editor(s), page number(s), place of publication and publisher. Punctuation is as shown in the example below. The title of the book is written in italics.

5) Articles from periodicals are stated by name(s) of the article's author(s), year and the article's title, followed by the periodical's name, year and/or number and page number. The name of the periodical is written in italics. Certain periodicals' names can be stated with a recognised abbreviation.

6) Internet publications and pages must include, as well as the information mentioned above, the web address and the date when the material was downloaded.

7) In the examples below, titles use the minimum of capital letters. It is normal that far more elements in the titles are capitalised, but both forms are acceptable as long as you are consistent.

8) If you write in English, the following are used: 'in' instead of 'i:', 'ed.' and 'eds.' instead of 'red.', 'trans.' instead of 'overs.', 'vol.' and 'vols.' instead of 'bd.', 'p.' and 'pp.' instead of 's.'

5.2.3.1 Example of bibliography

Literature
Bourdieu, Pierre


5.3 General points about written works

Remember that the general advice is advisory. It is therefore always important to be aware of your teacher’s demands and expectations. Listen therefore to what teachers and supervisors say about specific written assignments and always be aware of the assignment’s learning targets.

Most of the assignments you will write have a basic structure, which consists of an introduction (in which you say what you will do), a main part (in which you do it) and a conclusion (where you say what it is you have done). The introduction accounts for what the assignment is about (a problem formulation), what will be presented and what material will be used. The main part consists of analysis and discussion. The conclusion summarises the results of the discussion in the main part.

When you relate to other research in your paper, it is important that you consider and discuss the selected texts to which you refer. Your paper must not take the form of a series of summaries of the literature read, but ought, on the basis of your stated argument, to present opinions, theories and material from the texts as part of an independent analysis. Below is a short summary of some of the points and questions that may be relevant to written assignments. However, it should be stressed that not all points necessarily have to be present
Which type of material is used in the essay, how does the material used contribute to your argumentation and analysis, and what conclusions are drawn from it?

In which context does the material belong, what does the author intend to establish with the argumentation, and how does the author relate to other theories and opinions (e.g. critically, supportively, etc.)?

If the material concerns an empirical field, what is the most important point in the material? What are your own opinions of the material? For example, if you are critical, then specify the points of criticism and justify the criticism with reference to other material.

5.3.1 The good assignment

Some of the important elements in a good assignment are:

A clear link between all sections in the assignment – a red thread between introduction, problem formulation and conclusion.

The red thread must be consistently clear to the reader.

Interaction and dialogue between empirical studies and theory. It is good for theory and empirical studies to challenge one another.

Clearly and coherently written. Avoid slovenliness, check commas and spelling mistakes.

Sufficient and clear references.

Covers all of the course’s specific learning targets.

An introduction should include:

Subject: An appetiser – the idea that motivates the assignment.

Objective: What do you want to achieve with the assignment?

Background for the problem formulation: Topicality and academic relevance – why is this subject interesting?

Problem formulation: A well-defined problem formulation that structures the assignment.

Choice of theory: What angle do you take in the assignment?

Empirical context: Where and among whom is something interesting happening?

Delineation: What will you deal with, and how?

Approach: How will you respond to the problem formulation?

The structure of the assignment: Which sections will go where?

A good problem formulation:

Is a question which has to be answered or a statement to be discussed.

Has one clear focus.

Is interesting for the author.

Is academically relevant.

Is linguistically precise.

A good conclusion:
Summarises the sub-conclusions.
Responds to the problem formulation.
Relates to the credibility of the conclusion: How is the argumentation built up? Are there other possible conclusions?
Relates to the importance of the conclusion.
Incorporates considerations of alternative perspectives: What could also be relevant in relation to the problem formulation?

These are just some of the over-arching elements that you must consider every time you draft a written assignment. In addition, it is important that you are familiar with the specific examination requirements and learning targets for the course examination, and also that you talk with the teacher concerned so you know what s/he attaches importance to.
6. Examinations

6.1 Duplicates and submission
Where and in how many copies you submit your written work depends on how your assignment will be assessed.

One copy: The assignment is submitted to the programme secretary and assessed by teachers:

- petitum, subject specialisation
- essay, optional courses

Three copies, four if a copy is sent to the library: The assignment is submitted to the study secretary and assessed by the lecturer and internal or external examiner:

- synopsis, field methodology
- essay, modern anthropological theory
- field report
- thesis

In addition, you must submit a series of exercises and short assignments directly to the lecturers of the field methodology and anthropological analysis courses.

6.2 Registration and withdrawal from examinations
When you register for courses at the beginning of each semester, you are automatically registered for the relevant examinations for these courses (see 3.10).

If you do not wish to sit the examination for one of your courses, you must remember to withdraw your registration at the latest a week before the examination begins. If you do not withdraw on time and then do not turn up for an oral examination or do not submit a written paper on time, it will register as an examination attempt (see also 5.5 Examination attempts). This is also the case if you submit a written assignment on time but do not participate in the subsequent oral defence without reporting in sick (see 5.4 Re-examination).

To withdraw registration for an examination, contact the Study Secretary, Ulla Andersen.

6.3 Grading scale
The grading scale consists of the following: 12 for an excellent performance; 10 for very good; 7 for good; 4 for fair; 02 for adequate; 00 for inadequate; and -3 for unacceptable. For further information, please refer to: http://karakterskala.ku.dk.

Grades are based on the individual subject's learning target, which are found in the BSc/MSc Curriculum under the course concerned. In some cases in-depth learning targets are outlined on www.sis.ku.dk. As the assessment by examiners is based on the extent to which your
response lives up to the learning targets, it is very important that you are aware of them in your assignments and in your oral examination.

6.4 Re-examination
If you become ill during the examination process, you will be able to take a re-examination. In order to do so, you must provide the study secretary with written documentation of the illness from a doctor.

If you become ill during the examination process, the Board of Studies will, on the basis of your doctor's note, assess how much extra time you may be allotted. In relation to the papers for the course, anthropological analysis, and the shorter submissions in field methodology, you can arrange for a new deadline with your teacher directly.

If you become ill and are unable to be at the oral defence of your thesis, a re-examination will be set as quickly as possible thereafter.

If your period of illness stretches into July, when the Department is closed, the Board of Studies will decide what procedures for submission are most appropriate, e.g. submitting your assignment by post.

In the event of longer-term illness, contact the Student Advisory Service, which can help you draw up an individual study programme and examination process (for further information about re-examinations, please refer to the BSc/MSc Curriculum).

6.5 Examination attempts
If you fail an examination, you have two more attempts to pass the relevant course. The individual courses offered are subject to different re-examination procedures. See the BSc/MSc Curriculum under the course concerned for further information. In special circumstances, the Board of Studies is empowered to grant exemptions and allow fourth and fifth attempts. The Dean can, in exceptional cases, grant further exceptions. Students wishing to take the same examination a fourth or fifth time must submit an application to the Board of Studies prior to the start of the registration period for the semester in question.

6.6 Examination appeals
You may appeal the assessment of an examination. Please note that from the 1’st of September 2010 there are new rules on examination appeals. The new rules are as follows:

The deadline for appeals is 14 days after the publication of your examination result. However for examinations in the summer (June) the deadline is August 1st. Your appeal is made through the Faculty of Social Sciences. You must fill out the appeals form, which is available from the Faculty Office or on the Faculty's website www.samf.ku.dk, in the 'Rules and forms' section. Appeals must be submitted in writing and the reason(s) for the appeal must be clearly outlined.
When the University has received your appeal, the appeal will be sent to new assessors. On the basis of the assessors' recommendation, the University can choose one of the following:

1) Grant a new assessment of the original examination (not oral exams)
2) Grant a new examination
3) Reject the appeal

If offered a new assessment or a new examination, you must accept within 2 weeks. The new assessment or examination will proceed with new assessors and can result in a lower grade. You cannot appeal the decision of the new assessors.

If the University rejects your appeal, you can appeal the rejection to an appeals board. The new appeal must be submitted in writing and the reason(s) for the appeal must be clearly outlined. The new appeal is also submitted to the Faculty of Social Sciences. The new appeal is assessed by an appeals board, which consists of two censors, one teacher from the university and one student.

In addition to the assessment of your examination, you can also appeal on the background of legal issues. The procedure is slightly different for these appeals. If any of these are relevant to you, you are advised to contact either the Faculty of Social Sciences' Office or Student Advisory Service at the Department of Anthropology. You should be aware that these appeals must be submitted at the latest by 1st of August for examinations in the spring semester or 14 days after the publication of your examination result in the autumn semester.

6.7 Group examination

Several examinations can be taken as a group. For details, please refer to the BSc/MSc Curriculum under the course concerned. Please note, however, that all group examinations require individual assessments. Guidelines for these procedures are outlined below.

6.7.1 Written examinations

In written work, students' individual contributions must be clearly identified in such a way that individual assessments are possible. Every single student's contribution must be clearly marked in the paper's Table of Contents or in an appendix. The introduction and conclusion, as well as any sub-conclusions and/or summaries, may be written collectively. A maximum of 20% of the assignment can be written as a group – the rest must be divided between the individual group members. When allocating the sections of the assignment among the members of the group, you must be aware of the following:

When a paper's sections are divided up between the group members, each individual section must make sense on its own so it can be assessed separately by the examiner. It is not possible to write the group's names on, e.g. every fourth section or every fourth sentence. When dividing up the paper's section please notice that each individual contribution will be evaluated in regards to how well it fulfils the description of aims for the particular examination. The description of aims for each examination can be found in the BSc/MSc Curriculum under the course concerned.

If individual authorship within a group paper is not clearly ascertainable, the assignment will be rejected by the examiners. As a result, the whole group will have to submit a new
assignment.

6.7.2 Oral examinations

In connection with the thesis, each student has to defend the group assignment at an individual oral examination.

In other words, you do not take the oral examination as a group, but as individuals. The Department's examination administration determines the order in which the group members are examined. The members of the group are not allowed to talk to each until all group members have been examined.

6.8 Exam stress and nerves

If you are suffering from stress, several options are open to you. Firstly, you are always welcome to contact the Student Advisory Service at the Department of Anthropology. If you are suffering from writer's block, you can get technical advice about writing and guidance from the Faculty of Social Sciences' pedagogic consultants based in the Educational Centre. Finally, if you are feeling nervous, tense, panicky, stressed or depressed, you can turn to the Student Counselling Service. Its trained psychologists and social workers are there to help students in such situations. Contact the Student Counselling Service by telephone on 331 219 11. For further information, please refer to the Student Counselling Service under 2.1.1.

6.9 Plagiarism

The term plagiarism refers to the unacknowledged use of someone else's ideas; in other words, you plagiarize when you present someone else's thoughts and ideas as your own. You should at all times present your own work for the exams and should give correct references for all quotations, ideas and arguments from other sources.

If you, in a written assignment, present other people's words, ideas, illustrations, etc. as if they were your own, you make yourself guilty of exam fraud. The Department of Anthropology and the University of Copenhagen takes plagiarism very seriously. If you are found guilty of plagiarism you may be excluded from the university.

Therefore, state and acknowledge all sources of words, ideas, quotations and illustrations in your academic work. Quotes should be clearly marked using quotation marks and typography. Quotes should be reproduced without changing the original text. You must state the full and correct source of your quote. If you reproduce the ideas of others in your own words, it is still important that you state the original source. If you are in doubt, speak to your teacher, advisor or the Student Advisory Service.

You can find more information about plagiarism at the Department’s website: www.antropologi.ku.dk
7. Exemptions

It is possible to apply for exemptions from the rules in the Curriculum should unusual circumstances abide. Contact Student Advisory Service for details. Applications for exemptions are submitted to dispensation@anthro.ku.dk or delivered in the pigeon hole marked “merit og dispensation Antropologi”.

The application must include the following information:

- The reason you are applying for an exemption.
- Other documentation that you consider relevant to your application.

You are always welcome to contact Student Advisory Service if you have any questions about procedures relating to exemption applications.
8. Student facilities

Studying at the University involves more than just attending lectures and seminars. The Centre for Health and Society therefore offers a wide range of student facilities that enables you to immerse yourself in your studies and socialise with other students, both from the Department of Anthropology and from other departments. These student facilities are primarily located in the communal Student Centre to which all students at CSS have access. It can be found in the cellars of building 2, 8, as well as building 1, 2 (at the entrance) and 12. Shared facilities include computer rooms, photocopiers and printers, reading areas, meeting rooms, a café and student lounges. In addition, all of the student organisations are based here. The Department of Anthropology has two small rooms in building 8 for this purpose, as well as individual student facilities, such as reading areas and computers. Students have round-the-clock access to the student centre via their ID-card and pin code (the card must be activated at the reception of the Department). In addition to these facilities, CSS also houses two canteens and a branch of Akademisk Boghandel (the Academic Bookshop).

8.1 Reading places

The Department of Anthropology does not have reading places for anthropology students only (but there are specific thesis rooms, see below). However, CSS has approximately 60–70 joint reading places that are open to all students at the centre. These can be found in the Student Centre basement, in rooms 2.0.10 – 2.0.16 and 2.0.40.

8.2 Group room

If you need a place in which to meet for group work, CSS houses a number of small group rooms containing tables, chairs and boards. These can be found all over the campus, squeezed in between the classrooms.

8.3 Computer facilities

The primary computer facilities for students at CSS are located in the Student Centre basement, in rooms 8.0.17 and 2.0.22 – 2.0.28. A total of 60–70 computer terminals are available (Windows PCs), complete with Internet access and printing facilities. During University opening hours, students can also use the computer facilities in the IT classrooms in rooms 2.2.12, 2.2.18, 2.2.24, 2.2.30 and 2.2.36 whenever these rooms are not being used for classes.

The Department of Anthropology library has approximately 10 computers (Macs) with Internet access and printing facilities. These are available during normal library opening hours.

Wireless Internet access is available almost everywhere at CSS. For wi-fi access, follow the instructions at www.sund.ku.dk/wlan.

8.4 Photocopying

Photocopying facilities are available in the Student Centre basement, in room 2.0.2, and in the Department of Anthropology library during normal opening hours. Payment for photocopying and printing from the joint facilities is made online at www.mdb.ku.dk by transferring funds to
your student card via Dankort or another credit card. Please note that, until further notice, the library in the Department of Anthropology will use a different photocopying and printing system than the joint facilities. Cards for the two copiers at the library can be purchased at the cash till in the Faculty corridor, on the first floor of building 12.

8.5 Café and lounges
CSS also houses a number of common rooms where students can relax and socialise. The cornerstone is the student café, 'Kommunen', on the ground floor of building 12, which has room for up to 500 people and features a mobile bar, sofas, coffee tables, stereos, table football, etc. The café' is run by the Café and Bar Committee, which consists of students from the departments based at CSS.
For further information, see the website: [www.kommunen.fredagsbar.net](http://www.kommunen.fredagsbar.net)

In addition, two smaller lounges with sofas and coffee tables can be found on the ground floor at the entrance to building 2 and in the basement rooms 2.0.34 – 2.0.38.

It is also worth mentioning that CSS is located amid beautiful green surroundings dotted with small lawns and parks. The Copenhagen Lakes, Botanic Gardens and the Royal Gardens are only a stone's throw away.

8.6 Canteen
The Centre for Health and Society houses a canteen run by Simply Cooking, which makes tasty and inexpensive food. The canteen also runs a kiosk, a number of food and drinks machines around CSS, and a second, smaller canteen. Prices and weekly menus are published on the canteen website: [www.delikantinen.dk](http://www.delikantinen.dk). Opening hours for the main canteen: Monday–Thursday 8.30–16.00; Friday 8.30–15.30.

8.7 Akademisk Boghandel
Akademisk Boghandel (the Academic Bookshop) has a branch at CSS. It sells a large number of social science books, alongside a range of office supplies. Present your ID card to benefit from a 10% student discount on books relevant to your studies.

The bookshop also sells compendia, mater's theses and PhD theses from the individual departments at CSS, including compendia from the Department of Anthropology. The Akademisk Boghandel website allows you to see the syllabus plan for your semester and check whether the compendia you need for the next semester have arrived.

Akademisk Boghandel
Centre for Health and Society
Øster Farimagsgade 5
Building 7
Postbox 2099
DK-1014 Copenhagen K
Denmark
Fax: (353) 243 30
E-mail: kontakt@akademiskboghandel.dk
Hours of opening: Monday–Friday 09:00–16:00.
www.akademiskboghandel.dk/
9. Structure of the University of Copenhagen

The current University Act came into effect in January 2003. The University of Copenhagen is divided up into three functional levels: university, faculty and department levels, each of which has its own advisory and regulatory organs. The work is divided up according to these levels, and students actively participate at all levels. This is a hierarchical, top-down relationship, which means that the Rector of the university has the over-riding power over all of these sub-entities.

The University Act is published at [www.ku.dk/regel](http://www.ku.dk/regel) (in Danish). Further information about the University of Copenhagen management and organisation is available at [www.ku.dk/ledelse/raad_naevn_udvalg/](http://www.ku.dk/ledelse/raad_naevn_udvalg/) (in Danish).

9.1 The University of Copenhagen

9.1.1 The Board

As the University's supreme authority, the Board is responsible for looking after the best interests of the University as an education and research institution, including setting guidelines for its organisation, long-term activities and development. The Board has 11 members – six external and five internal, of which two are academic staff, two are students and one member is from the technical and administrative staff. The chair of the Board is elected from among the external members.

9.1.2 Rector

The head of the University is the Rector, who is appointed by the Board.

9.2 The Faculty

The University of Copenhagen has six faculties: the Faculty of Theology, the Faculty of Law, the Faculty of Social Sciences, the Faculty of Health Science, the Faculty of Humanities and the Faculty of Science. The Department of Anthropology is part of the Faculty of Social Sciences, along with Political Science, Economics, Psychology and Sociology.

9.2.1 Dean

The Faculty is headed by the Dean, who is appointed by the Rector. The Dean is responsible for the day-to-day management of the Faculty; ensures coherence between research and education; monitors the quality of programmes and teaching; and initiates interdisciplinary quality-enhancement projects regarding the Faculty's programmes and research.
9.2.2 Academic council

Each faculty has an academic council that consists of representatives of the academic staff and the students. These councils work with strategies for research, education and knowledge transfer. They are also responsible for the composition of academic committees set up to assess applicants for academic posts, conferring PhDs and doctorates, and commenting on academic matters that have significance for the faculty's activities. The councils advise the Dean.

9.3 Department of Anthropology

9.3.1 Head of Department and Department Administrator

The Head of the Anthropology Department, currently Helle Samuelsen, is appointed by the Dean. The Head of Department is responsible for the day-to-day management of the Department, including the planning and allocation of work; ensures quality and promotes interaction between research and education; and, in collaboration with the Board of Studies and the Head of Studies, follows up on evaluations of programmes and teaching. The Department's administration is headed by a Department Administrator.

9.3.2 The Board of Studies and Head of Studies

The board of studies consist of equal numbers of representatives from the academic staff and the students (three of each), and organise the Department’s degree programmes. This involves, for example, quality-assurance and quality-enhancement with regards to teaching; drawing up proposals for curricula; organising examinations; and processing applications for credits and exemptions. The Board of Studies recommends the Head of Studies to the Dean. In co-operation with the Board of Studies, the Head of Studies is responsible for the practical organisation of teaching and of the examination assessments. The Head of Studies in the Department of Anthropology is currently Helle Bundgaard. The Board of Studies and the Head of Studies advise the Head of Department.
10. Structure of the Centre for Health and Society

A management group has been set up to address issues that jointly affect students and employees at CSS. Centre Management consists of the heads of department based at CSS, representatives of the centre's affiliated research institutions, and 1–2 student representatives. Centre Management also has a number of smaller sub-committees that look after specific areas at CSS. The central body for the students at CSS is called Kuppel-udvalget (the Dome Committee), which is composed of approx. two student representatives from each of the respective departments at CSS (Anthropology, Political Science, Psychology, Sociology and Public Health Science). In addition, the Café and Bar Committee is responsible for operating the student café 'Kommunen'. One representative from each department sits on the committee, which is elected once a year. The committee reports to and works with the Dome Committee. If you wish to get involved in any of the many initiatives at CSS, or if you have good ideas for new ones, your first port of call is the Department Council (see 10).

Please note that smoking is completely banned in the Centre for Health and Society. It is also prohibited to smoke in the doorways at the main entrances on Øster Farimagsgade.

11. Student politics: The Department Council

Student politics in the Department of Anthropology are primarily played out within the Department Council. This is the students' forum, where all practical and academic-related matters associated with being a student at the Department are taken up and discussed. It deals with the courses provided, the structure of the anthropology degree programmes, student facilities and much more. The Department Council also elects student representatives to the Board of Studies, the Department Board, the Dome Committee, etc., and suggests candidates for other collegiate organs at the University of Copenhagen.

Meetings are held approximately once a month, and all students at the Department are welcome to attend. The Department Council is an open forum, so you just turn up whenever subjects you wish to discuss are on the agenda or if you want to become involved otherwise. Keep an eye on the posters at the Department and the Student Centre, as well as the Department Council's group room on PUNKT KU, called 'Antro Fagråd', which you can sign up for and receive meeting notifications and read documents regarding the Department Council's work (in Danish).

The Department Council has its own rooms in the Student Centre basement in building 8.
12. The PhD programme

The Department of Anthropology offers a three-year PhD programme, which consists of:

- Writing a large, individual research project under supervision of a researcher at the Department. The PhD thesis, which is based on this research project, as a rule takes the form of a monograph, but can also consist of a set of published (or publishable) articles.
- PhD courses (approx. one term of studies in the Department)
- Teaching and supervision of BSc and MSc students, corresponding to approximately 14 weeks’ work.

The PhD programme is a three-year research position that is funded either in full by the Department or by external sources. For further information, please refer to the Department's website: http://antropologi.ku.dk/forskning/phd.

The Department holds PhD seminars for potential applicants. These are advertised on notice boards and on the Department website.

13. Online forums

The most important online forums (Group rooms) on KUnet for anthropology students are listed below. The Student Advisory Service can help you get access.

Information for International Students at IA: A mailing list for all kinds of student information available in English.

Antropollogisk Studenterforening – Anthropology Student Organization: Umbrella organization of all extra-curricular and social initiatives at the Department.

Torsdag på Tværs – "Asking Anthropological Questions": Organizes debates about a variety of topics, every 2-3 weeks, on thursdays, at 4 PM in Katedralen (building 16). This is an initiative that engages students, PhD candidates, researchers and other academic staff at the Department.

AntroFilm: AntroFilm is a loosely organised forum for anthropology students interested in film, especially ethnographic films and visual anthropology. We screen a range of films in the Department of Anthropology's auditorium, the main emphasis being on documentaries. Speakers are invited regularly to present their ideas about the visual communication of anthropology.

Den Vilde Tanke (The Savage Mind): The student magazine at Department of Anthropology, edited by the students, published every 2 months. Editorial meetings every month. Write an article and send it to denvildetanke@punkt.ku.dk.

DALF Antro Festudvalg (DALF Antro Entertainment Committee): This is where the entertainment committee posts invitations to events and meetings.

Cafeudvalget (The Café Committee): This is a forum for students who wish to actively participate in running the 'Kommunen' bar at CSS. For more info, see: http://kommunen.fredagsbar.net or write an email to bestyrelsen@punkt.ku.dk

Information fra Institut for Antropologi: A mailing list for (mostly) important information
from the Department administration. In Danish.
Job & praktik info fra Institut for Antropologi: A mailing list for relevant student jobs or internship notifications, which are received by the administration. Notices are in either Danish or English.
Inspiration fra Institut for Antropologi: A mailing list for notifications about relevant lectures and conferences, which are received by the administration. Mostly in Danish, sometimes in English.
Antro: In this forum, everyone is free to pose their own questions and pass on information to everybody else – i.e. there is no real focus area. Debate and academic discussion are just as welcome as chat about bars and nightclubs, and invitations to various events. Please note that this is only a small selection of the forums currently found on KU_net.

Finally, students are always free to establish their own forums, e.g. to communicate with others in their year, share interests like theatre or sport, or create a joint forum for a group project.

14. Websites

KU net
The official internet gateway for all students - with inbox, personal data, course registration, transcripts, and access to Absalon.
www.KUnet.dk

Absalon
Information and communication platform for the courses, you are signed up for. Access via KUnet.
www.KUnet.dk

Department of Anthropology
Information about activities at the department, the department staff, the department structure, programme curriculum documents available for download, Student Advisory Service, etc.
www.antropologi.ku.dk

SIS (Study Information System)
Information about all courses offered at University of Copenhagen.
www.sis.ku.dk or through www.KUnet.dk

Faculty of Social Science
Information about leave of absence, withdrawal, application, etc.
www.samf.ku.dk

The International Office
Information for international students, and information about study abroad programmes.
www.international.ku.dk

Educational Centre of Social Sciences
Free help to students who want to optimize their study skills.
www.samf.ku.dk/pcs
Project- & Career Advisory Service
Through Project- & Career Advisory Service you can establish contact to organizations, private companies and institutions outside the university, who want to cooperate with students on academically relevant topics. Collaboration through Project- & Career Advisory Service gives you an opportunity to publish your academic work.

www.samf.ku.dk/pkv