

### Laptop computers

KVL will presuppose that students admitted as of September 2005 have access to laptop computers. You may not necessarily have to buy a laptop computer, but teachers may assume that you have access to one when planning their teaching. If you do not have access to a laptop PC you may use KVL's general IT facilities, including the decentralised computer rooms.

You can find information about the technical requirements for your PC at [uk.kvl.dk](http://uk.kvl.dk) > present students.

### Wireless network

KVL offers wireless network access in the Library, in "Marmorhallen" and "Vandrehallen" (40 Thorvaldsensvej), in the canteens and in all group rooms. In time the wireless network will be extended to include all lecture rooms and the central lawn in front of lecture hall 1-01 among other places. Laptop PCs can also be recharged in the above areas. Printers are situated in or near IT teaching rooms, decentralised computer rooms and group rooms.

Before you can access KVL's wireless network you need to fill in a form. This can be done digitally when you register for a programme at KVL or you may ask the student IT instructors for a paper form.

### KVL's student IT instructors and KVL's IT Department

KVL's student IT instructors help students with PC or IT related problems. They also support the wireless network. The IT instructors can be reached during office hours (week days from noon to 2 p.m.) or by phone 3528 2348 week days from noon to 4 p.m. Please note limited opening hours during holidays etc.

KVL's IT Department offers support in connection with wireless network access. IT Department office hours are: week days 8.30 a.m. to 4 p.m. (room F114), tel. 3528 2322.

### Group rooms

KVL's Frederiksberg campus offers 49 group rooms - 28 in "Marmorhallen" (40 Thorvaldsensvej), nine in 57 Thorvaldsensvej and 12 in Acacievej. The group rooms can be booked via the calendar situated right outside each room. If you need to use a group room outside KVL opening hours a key can be borrowed in the Operational Department.

### Student work stations

KVL offers a number of single or group student work stations. Many of these are situated in the library (approx. 150 work stations), but work stations may also be found in "Vandrehallen" and "Marmorhallen" (40 Thorvaldsensvej) and in connection with the canteens.

KVL's departments also offer the use of available rooms. These rooms are usually reserved for students who take advanced courses or are doing projects at the individual departments. For more information please contact the relevant department secretariats.



## GUIDE TO KVL – FOR STUDENTS

### The Student Counselling Service

KVL's Student Counselling Service offers you help and counsel in academic, personal, social or economic matters. For instance how to plan your studies, how to work out applications for merit transfer or exemption or how to do part of your degree programme abroad.

### The Registrar's Office

The Registrar's Office handles all administrative matters concerning your studies. This includes the STADS On-line Student Services, SU applications, etc.

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Tel. 3528 2828 - [uk.kvl.dk](http://uk.kvl.dk)



- 1 Student Counselling Service**  
See opening hours at [uk.kvl.dk/student\\_counselling](http://uk.kvl.dk/student_counselling)
- 2 Registrar's Office**  
The Registrar's Office is open Monday and Thursday from noon to 4 p.m. and Wednesday and Friday from 9 a.m. to 1 p.m.

- 3 Student IT instructors' office**  
The office is open week days from noon to 2 p.m. The telephone help desk is open from noon to 4 p.m. Tel. 3528 2348.
- 4 KVL's IT Department**  
The IT Department is open week days from 8.30 a.m. to 4 p.m. in room F114. Tel. 3528 2322.
- 5 Information desk**  
The information desk will help you find

your way around KVL. It is open week days from 9 a.m. to 2 p.m.

- 6 Operational Department**  
The Operational Department is responsible for the running of KVL's technical facilities. The department is open week days from 6 a.m. to 4 p.m.

- 8 Book store**
- 9 DSR Office (KVL's student association)**
- 10 Canteens**  
KVL has two canteens. "Gimle" at Acacievej and "Gumle" at 40 Thorvaldsensvej
- 11 A-vej (Friday bar)**

- D Decentralised IT facilities/computer rooms**
- G Group rooms**
- P Printers and photo copying facilities**
- S Student work stations**
- Wireless network areas**

- X Street no.**
- X-0X Lecture room no.**
- X-0X IT training room**
- BUS Bus no.**
- BUS Bus stop**
- P Parking**