

Dear Guest Lecturer

**Season's greetings**

The holiday season is approaching and the AU Summer University Team would, therefore, like to wish you Happy Holidays and a wonderful New Year.

Before leaving for the holidays, we would also like to share some relevant information about the process until AU Summer University 2024.

**Information website for AU Summer University guest lecturers**

On [the information website for AU Summer University guest lecturers](#), you can find practical information about the process from when your course is selected until you have graded the last student in your Summer University course.

**Internal lecturers**

The information emails will be sent to both internal lecturers and guest lecturers. If you are an internal lecturer, please only regard the information relevant to you.

**Employment letter**

We previously sent you an employment letter by e-mail. Make sure to read the conditions carefully and let us know if you have any questions or concerns.

**Course page and application**

On [the AU Summer University website](#), you can (soon) find the published course pages including course descriptions.

Please make sure to carefully read your published course page and description. If you find any misinformation, please make sure to contact us before the application opens on 15 January 2024.

**Housing services**

In January you will receive further information about the housing services offered during AU Summer University 2024. You will be asked to indicate your housing preferences and plans for your stay.

**Course status, travel and housing arrangement**

After the application deadline in April, you are informed about whether your course is confirmed or cancelled.

After this, we encourage you to make your travel arrangements. Your travel expenses will be reimbursed in August/September 2024.

In addition, you will be asked to confirm your housing preferences and plans for your stay to begin the application and/or reservation process. If you wish to arrange housing on your own, we encourage you to make the final arrangements once you have been informed about the status of your course.

**Visa and invitation letters**

Most guest lecturers do not need visas. However, if you do need a visa, we will contact you with further information when your course has been confirmed in April.

Please let us know if you need an invitation letter or similar for you and/or your fellow travellers.

### **Preparing for your course**

You will be asked to provide a syllabus (day-to-day schedule) and a list of literature. When your course has been confirmed you will receive further instructions including information about the copyright laws in Denmark and library assistance.

In addition, you will also be asked to provide (re)exam questions. When your course has been confirmed you will receive further instructions as well as an invitation to an exam webinar.

Last, you will receive a guide on how to log in to Brightspace which is our Learning Management System used for online course management.

### **Pre-course information**

Before your course begins, you will receive information about course-related practical matters as well as social events during your stay.

You can already find a guide with things to do in Aarhus on your own [here](#).

### **Teaching dates & schedule**

Term 1 starts on Tuesday 2 July\*. For 5 ECTS courses, it will end on Friday 12 July, and for 10 ECTS courses, it will end on Friday 19 July.

Term 2 starts on Monday 22 July. For 5 ECTS courses, it will end on Friday 2 August, and for 10 ECTS courses, it will end on Friday 9 August.

For 5 ECTS courses, you are expected to teach contact lessons from 9 am to 12 noon on all weekdays during the term, and for 10 ECTS courses, you are expected to teach from 9 am to 1 pm. Since Term 1 begins on a Tuesday, you must furthermore divide 3 (5 ECTS) or 4 (10 ECTS) additional teaching hours throughout the term.

*\*To accommodate the international participants with housing, term 1 starts Tuesday 2 July opposed to Monday 1 July as it is not possible to collect housing keys before 1 pm on 1 July.*

### **What to do know?**

Until we send you more information, please make sure to:

- Carefully read the conditions in your employment letter
- Carefully read your published course page and description and inform us about any misinformation before the application opens on 15 January 2024
- Visit the [information website for AU Summer University guest lecturers](#)

If you have any questions, please contact us at [summeruniversityquestlecturers@au.dk](mailto:summeruniversityquestlecturers@au.dk).

We look forward to seeing you in Aarhus during AU Summer University 2024.

Best regards from the AU Summer University Team  
Troels, Tine, Tina, Inge and Kaja

