

Dear Guest Lecturer,

Greetings from Aarhus. We hope that you are doing well.

We have now finalized the admission process and can confirm that your course received a sufficient amount of applications and will therefore run as a part of AU Summer University 2024.

Your course currently has some available seats and will therefore open up for applications again in May.

Below you will find relevant information about the next steps.

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.

Travel and housing arrangement

We encourage you to make your travel arrangements as soon as possible. Your travel expenses will be reimbursed in August/September 2024.

We will contact you and ask you 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.

Tax card and number

As we must apply for a tax card and Danish personal tax number on your behalf, we will contact you and ask you to fill in a form.

Visa and invitation letters

Most guest lecturers do not need a visa. However, if you need a visa, we will contact you as soon as possible.

Please let us know if you need an invitation letter or similar for you and/or your travelling companion(s).

List of literature

You must send a list of literature before 18 April 2024.

You can find information about the copyright laws in Denmark and library assistance [here](#). You may use whichever template/format you prefer.

Please send the list of literature to summeruniversityquestlecturers@au.dk with the subject "List of literature – [name of course]".

Syllabus (day-to-day schedule)

You must send an updated syllabus before 18 April 2024.

Please make sure to:

- Use [this template](#) (download will start when using the link)
- Base the syllabus on the one from your course proposal
- Consult your course description and literature list to make sure that it aligns

- Make time for 15 minutes of course evaluation on the last Thursday before your course ends to ensure a high response rate

Please send the syllabus to summeruniversityquestlecturers@au.dk with the subject "Syllabus – [name of course]".

Course terms, teaching dates & schedule

AU Summer University runs in two terms, Term 1 and Term 2 (but each course only runs in one of the terms).

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.

**If your course is located outside Aarhus, you can start your course on Monday 1 July.*

For 5 ECTS courses, you are expected to teach 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.

Exam webinar and questions

On Monday 13 May at 9.30 AM (CETS/ UTC+2) we are hosting an exam webinar for you. We will go through important information regarding the exam and some other practicalities, that will help you prepare for your course at AU Summer University 2024.

If you are not able to attend due to time zone issues or other obligations, it will be recorded and available to you later. However, we strongly encourage you to join us live as this will allow us to have a constructive conversation about the rules and regulations regarding exams, grading, and feedback in Denmark (which can be complicated).

After the exam webinar, please send the exam questions to summeruniversityquestlecturers@au.dk with the subject "Exam questions – [name of course]".

You must send (re-)exam questions before 1 June 2024.

Brightspace (LMS)

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

The teaching venue, -period and -facilities

AU Summer University courses are mostly held in [Nobel Parken](#). Before your course starts you will receive information about where your course will be held.

As the courses are very intensive the teaching periods cannot be shortened. This means that we require two weeks of teaching for 5 ECTS courses and three weeks for 10 ECTS courses.

The teaching period for your course is «Datoer»

Read more about teaching dates and -schedules [here](#).

If you have any specific requirements regarding teaching facilities and software programs, please let us know as soon as possible. You can expect all students to bring a laptop, and you can check [available software](#) for students and staff here.

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 on [this webpage](#).

Sum up of approaching deadlines and dates:

Send list of literature before:	18 April 2024
Send syllabus (day-to-day schedule) before:	18 April 2024
Exam webinar:	13 May 2024
Send exam questions before:	1 June 2024

If you have any questions, please contact us at summeruniversityguestlecturers@au.dk.

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

Kind regards,
The AU Summer University Team
Troels, Tine, Tina, Inge and Kaja

