

Dear student

Welcome to your new study AP degree in Service, Hospitality and Tourism Management Programme. We are looking forward to welcome you at our campus on **Friday, February 1, 2019 at 08:15 a.m. at Seebladsgade 1, 5000 Odense C in the Atrium.**

You will find tutors at the main entrance who will be standing by to help you.

### **Practical information**

You can find information about book list, curriculum, class lists and intro programs etc. on our web page: <https://www.eal.dk/international/education/full-degree-students/Programmes/ap-degree-programmes/service-hospitality-and-tourism-management/>

The books for your study, which are on the book list, must be bought before or soon after the study start.

Information about SU, IT systems and more: <https://www.eal.dk/international/for-students/>

### **IT**

On <https://netid.ucl.dk/> you can find your username and your password to the UCL's network (from the middle of January)

### **Intro program**

From February 16, 2019 you can find the intro program here: <https://www.eal.dk/international/ucl-events/>

### **Elective module**

As part of your course at UCL we will be covering elective specialisms that will form the basis of your course:

- Hotel- & Restaurant Management
- Tourism Management
- Event Management

You need to register your choice on following link: <https://secure-mit.ucl.dk/studieadministration/choice-of-elective-specialisms-service-hospitality-and-tourism-management/>

**Deadline for choice of elective is January 31, 2019.**

### **Schedule**

Our new schedule system is called TimeEdit. You can find guidance on the use of new schedule on this link: <http://esdhweb.ucl.dk/1450485.Guidance%20on%20the%20use%20of%20new%20schedule.pdf>

### **itslearning**

At UCL University College, Denmark we are using itslearning as a communication platform between the school and the students and a way to communicate with your fellow students. You can get access to itslearning on this link: <https://ucl.itslearning.com> You can change language by clicking the Danish flag.

To log on to itslearning you will have to use a **Wayf-login**. You will get more information in the course of the study start.

## Contact

If you have any questions, you can write to UCLs OptagelsesHotline on [optagelseshotline@ucl.dk](mailto:optagelseshotline@ucl.dk)

Your student counsellor is Susanne Skov Nielsen, [sun@ucl.dk](mailto:sun@ucl.dk)

Your study secretary is Gudbjörg Líf Thrastardóttir, [glth@ucl.dk](mailto:glth@ucl.dk)

All correspondence between UCL University College, Denmark and you will be through your student mail. This is the reason why it is important that you check your student mail on a regular basis.

On the 1 February 2019, you can park freely at the school without any registration. Hereafter you have to registrar your license plate in the self-service app "selvbetjening". You can read more about it here: <https://www.eal.dk/international/for-students/nice-to-know/parking/>.

Do not hesitate to contact Information in building A ground floor for more information.

Best regards,



Jane Hansen

Head of Programme