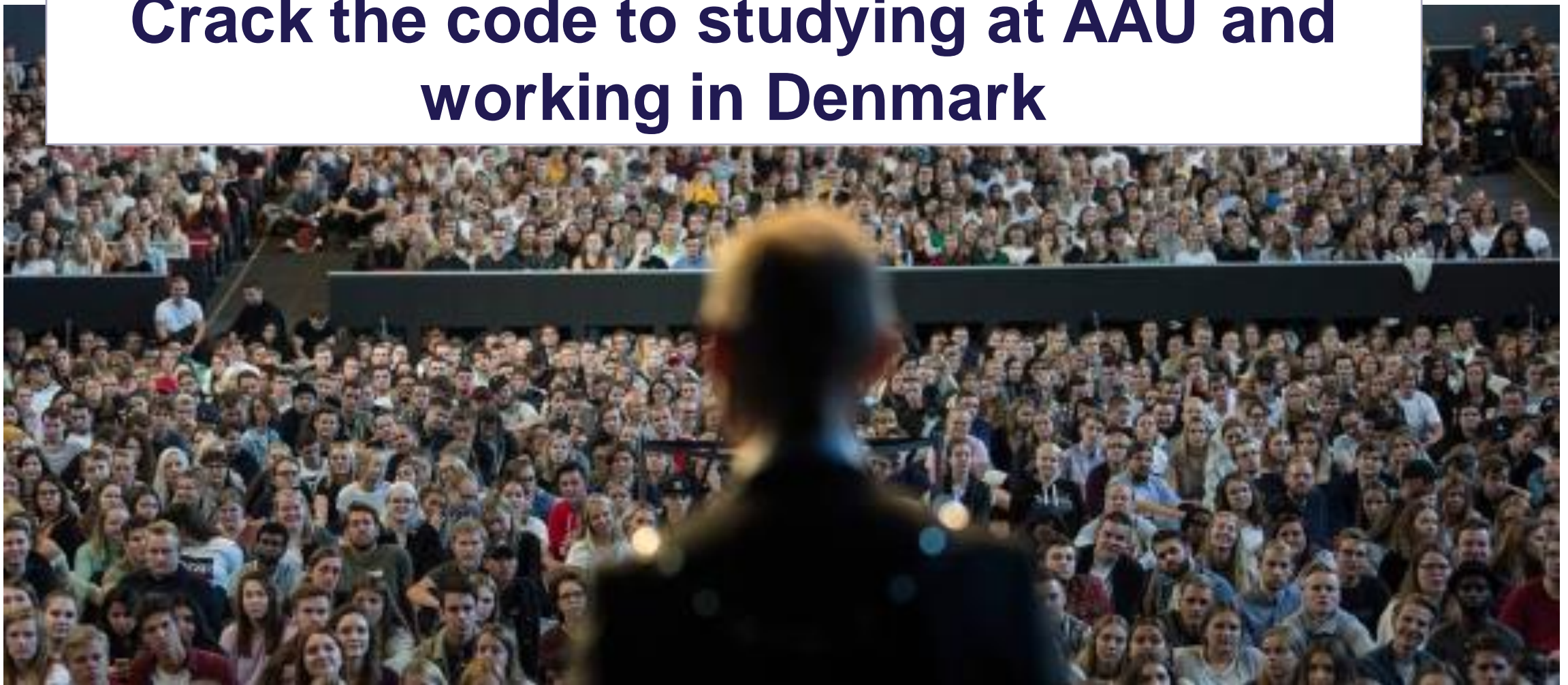




Crack the code to studying at AAU and working in Denmark



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Who are we?

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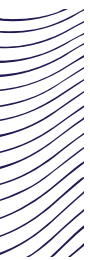
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Making the best out of your AAU time – network, educational experiences and fun!

- What is PBL and how do you succeed in your first semester
- Networking – why and how
- Danish culture
- How do I get in contact with Danish companies?
- AAU Career and study guidance – how can we help you





Principles of PBL

THE PROBLEM AS POINT OF DEPARTURE
PROJECTS ORGANISED IN GROUPS
THE PROJECT IS SUPPORTED BY COURSES
COLLABORATION - GROUPS, SUPERVISOR, EXTERNAL PARTNERS
EXEMPLARITY
STUDENT RESPONSIBILITY FOR LEARNING



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Phases in the semester

- ▶ Group project (cooperation)
(typically and preferably working with Danes and other international students)
- ▶ Theme of semester connected with courses and project
 - › Read the curriculum
- ▶ Project supervisor
- ▶ Group exam
- ▶ Code of conduct (next page)

Click to add text





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CODE OF CONDUCT – GROUP WORK

Working in groups is part of most work places, and thus it is very beneficial to have experience with group work and communication. However, group work can also be very frustrating as you might have different ambitions, work methods, ways of communicating etc. Based on our experience, we advise you to talk thoroughly or write down your agreements with inspiration of this code of conduct.

INTRODUCTION IF YOU DON'T KNOW EACH OTHER WELL

Members of the group:

- Who are you?
- Where are you from (town in Denmark or country)?
- What have you studied before?

WORK FLOW IN THE GROUP

- What are your working hours?
- How do you prefer to work?
- Do you have vacation or a student job that needs to be considered in terms of deadlines?
- How will you communicate?
 - Messenger, WhatsApp, mail?
- How will you ensure that you share knowledge?

AMBITIONS/LEARNING GOALS

- What are your ambitions? For example top grade or to do research in a new field.
- What do you want to learn? E.g. collaboration with a company, change roles/responsibility in the group.

PRACTICAL MATTERS

- Is your cellphone on silence when doing group work?
- How long are breaks?
- Any fines if you are late (some has to pay to a penalty jar if late)?

NOTICE: Be aware that you might have differences in meeting cultures if you are in a multicultural group.



ETHICAL PRINCIPLES AND CORE VALUES

Discuss and define your principles and values, for example:

Honesty – e.g. when giving feedback	Integrity	Trustworthiness – e.g. when taking responsibility	Courage – e.g. when discussing academic topics
Respect for others	Responsibility	Accountability	Obedience to the law
Empathy	Teamwork – e.g. when working on different parts of the project	Commitment to the code	Etc.

DECISION MAKING AND THE CODE OF CONDUCT

How does the group make decisions?

- Does it comply with the code?
- Does it respect the rights of others?
- Does it comply with behavior styles in your group?
- If you are unsure about any of the answers, ask.

DISAGREEMENTS OR CONFLICTS

- How will you speak up if you disagree with your group members?
- How do you normally act if you are in a conflict? For example, do you avoid a conflict as it makes you feel uncomfortable/upset or do you not take it personally and focus on the goal?

GOOD LUCK ON YOUR GROUP WORK!



"Coming together is a beginning, staying together is progress, and working together is success." – Henry Ford



Cooperation is a driving force in problem-based project work

- ▶ Roles: policeman/woman, minute keeper, chairman/woman, contact person with supervisor, who takes the lead on e.g. meeting on time.
- ▶ Set agenda to go through your code of conduct and secure that you follow the rules
- ▶ If discrepancies arise, visit the 'Conflict management tool' in the Feel Good Universe in AAU Student App
- ▶ How can you contribute to successful group work?
Visit [menti.com](https://www.menti.com) and use the code **33 02 98 3**



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Cooperation is a driving force in problem-based project work

- ▶ Question – how can you contribute to a successful group work?
 - ▶ You help each other becoming better at your academic knowledge and application of it by giving constructive feedback.
 - ▶ Share your insights – improve the project
 - ▶ Seek out diversity – in terms of educational backgrounds, nationality, gender etc.
 - ▶ Planning a project – try different roles etc.
 - ▶ Plan social event – include everyone, empathy

Bonus to PBL: You get the opportunity to cooperate with external partners and companies



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What kind of studies could this picture/situation represent?

Go to [menti.com](https://www.menti.com) and use the code **9107 5481**

Summing up

- Remember the phases in group work
- Be openminded to team members
- Give and listen to critique
- Code of conduct



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Studentguidance.aau.dk

- ▶ **What can we help you with?**
- ▶ Wellbeing and a good study routine
- ▶ Study techniques also during master thesis
- ▶ Study doubts, change of studies and termination of studies
- ▶ Guidance and rules on e.g. leave, maternity leave and sick leave

- ▶ **Remember to check 'International Students' on Facebook, where we will post relevant things and events for you**

- ▶ **Book a guidance session at studentguidance.aau.dk**



How and where can you meet us?

✓ Frederik Bajers vej 1, 9220 Aalborg Ø

✉ E-mail: studievej@adm.aau.dk

☎ Phone: 9940 **9440**

🌐 Web: www.studentguidance.aau.dk



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Facts about DK

- Approx. 5.8 million people
- Aalborg: 220.000 people
- 2021: 19.400 AAU Students
2440 international students
(incl Cph and Esbjerg)



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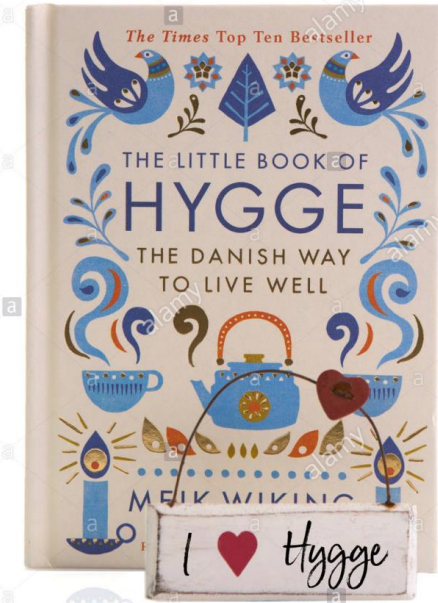
Political landscape

- 13 political parties represented
- In 2021 Denmark is the least corrupt country in the world together with New Zealand
Source <https://worldpopulationreview.com/country-rankings/least-corrupt-countries>
- Modern welfare state – Corona has shown that DK is one of the countries that managed the best economically.



Danish culture

- “Hygge”
- Irony and sarcasm – don’t be afraid to ask
- Self deprecating humour
- Equality - Relatively high levels of social equality, sexual equality, religious equality
- High level of trust



Working in Denmark

- Trust = big influence on own tasks
- Flat hierarchy at work places
- Free flow of communication – also if you have received an order (critical, constructive thinking)
- Punctual



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Why be a member of a union in DK

- ▶ To contact a union is not a declaration of war! 😊
- ▶ An agreement between members and employer – very common
- ▶ Unions are strong and an accepted part of Danish working culture
- ▶ Help with working condition if you are not provided with a contract or salary
- ▶ If you have doubts of what is normal in a job, call your union
- ▶ Free as a student membership
- ▶ Academic unions also help if you have an unskilled job
- ▶ AAU Career has a cooperation with: DM, Djøf, IDA, Prosa, and Kommunikation og sprog



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<https://www.careers.aau.dk/about-to-graduate/trade-unions/>

General rules and recommendations

- ▶ Do not recommend more than 10-15 hours of work per week – your studies are your main priority
- ▶ SU requires 10-12 hours per week, requires a contract
- ▶ Contact SU office for more questions <https://www.en.aau.dk/education/su/#su2>
- ▶ Show your contract to your **union** to get their approval
- ▶ Taxes you need a personal tax number and a tax card. The (electronic) tax card is issued by the Danish tax authorities called SKAT.
- ▶ **International Citizen Service Centre** to obtain your tax card
- ▶ <https://lifeindenmark.borger.dk/housing-and-moving/ics-international-citizen-service/ics-north-in-aalborg>



Volunteer work

International House North Denmark <http://ihnd.dk/culture-and-leisure/>

The majority of these organizations are student-focused, which reflects the high level of activity among university students in the municipality.

ELSK Aalborg International – Aalborg International Friends (facebook)

Petra is a good example of how she strengthened her people skills

<https://www.careers.aau.dk/stories/show/petra-strengthened-her--people-skills--by-volunteering.cid475094>



Network – why?

- Get new information, insight and inspiration
- Receiving more invitations to (the right) events as a participant, speaker or co-host
- Up to date on related topics in your field
- Door openings to people you won't be able to reach on your own
- Find partners for projects/ideas/collaborations
- Position yourself for a job

Practice Danish - **Learn Danish** – the biggest challenge for companies for not hiring international students is the lack of speaking the language

<https://www.careers.aau.dk/next-step/danish-workplace-culture/#472963>.



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Example of where to build your network

Facebook – International Students - Aalborg University

Information about:

- Career-related seminars
- Jobs
- Fun social events
- Contests
- Tips and tricks in Denmark etc.



International Students - Aalborg University

@InternationalStudentsAalborgUniversity · Universitet

Rediger Profil



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Summing up

Trust

Professional – yet informal

Irony – sarcasm

Equality

Working conditions in DK

Network – volunteer

AAU Career

We are 10 employees working to provide services for students and ease the transition from the university to the business life.

www.careers.aau.dk



AAU Careers – how can we help you?

AND how can we help you help yourself? 😊



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How do I get in contact with Danish companies?

Job search webinars at workindenmark
<https://www.workindenmark.dk/job-search-in-denmark/e-learning-tutorials-and-webinars>

- **Student jobs**

- A big challenge/language barriers/lack of student jobs in general
- Find more info about student job – both skilled and unskilled jobs at www.careers.aau.dk – jobbank and participate in seminars.

- **Project work with a company**

- Possibility to get a taste of work life
- Can be the road to both a student job, internship and a full-time job
- Networking, make at good impression

about 25%
employment
afterwards



Quote from a former student – project collaboration

(Aggi: Culture, Communication and Globalization)

*"It's important to note that throughout the process, which **took about a month and a half**, I was constantly following up with the progress through both email and phone calls - I showed interest and persistence. I think that was an indicator to the company that me and my group was serious about this cooperation, and they would not waste their time with us.*

*Build a network and be proactive. here are other schools in Aalborg, not only AAU. Therefore, it is very competitive as potential employers or semester project companies have a plethora of students to choose from, and they will not make an effort to chase them simply because they don't have to. **It is up to the students to 'develop your brand' and show them why should they work with you, and not others**".*



Project work – where to find a cooperation?

- www.jobbank.aau.dk
- Does it sound appealing? Apply, even if it may not suit you 100 %!
- Convince the company that you and your ideas are great.

- www.careers.aau.dk
- Information about internship and project cooperation
- Contracts
- Seminars - Career related events – for free
- How and where to find a job – databases, guides etc.
- Different unemployment insurance funds and companies – sign up 1 year before graduation, for free, to receive benefits from day one.



5 THINGS YOU CAN DO TO START YOUR CAREER IN DENMARK

- 1 Learn Danish
- 2 Collaborate with companies in your projects
- 3 Do an internship (project-oriented course)
- 4 Get competencies in a job or by volunteering
- 5 Attend networking and career events

AAU Career is here to help you.

Find more in-depth tips to help you start your career in Denmark at

CAREERS.AAU.DK

Career guidance and coaching

Individual guidance with advice and feedback on your application, competence clarification etc.

www.careers.aau.dk - book a meeting with one of our counsellors.

Make sure to do **your research in advance** e.g. on how to make your CV (guides on website) and upload documents etc.



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A background image showing a group of business professionals in a meeting. A woman in a grey blazer is in the center, looking thoughtful with her hand near her chin. To her left, a man in a dark suit and striped tie is partially visible. In the foreground, another person's hands are holding a tablet displaying a document with charts and text. The scene is brightly lit, suggesting an office or conference room environment.

Questions about CV

How many pages is a cv?

Go to www.menti.com Code: 7208 3979



An example of what we may talk about in a counseling S-T-A-R-K

S: Situation: **what was the situation, describe very shortly.**

T: Task: **What was the tasks or challenge?**

A: Action: **What did you do?**

R: Result: **What was the result? What kind of results did you make?**

K: Competence (competency in Danish)



S – situation: what was the situation, describe very shortly.

Daughter plays soccer. Team going to Italy in the Fall, they need funding.

T – task : What was the tasks or challenge?

The parents needed to help the sports club find funding, decide who takes the lead – the kids could wash cars, do clean up tasks at companies, bake sales, lottery tickets (such as lottery tickets where some of the profit goes to the club and some to support the concept Danish Hospital Clowns – and win small prizes)

A – action: What did you do?

I took charge – chose Hospital Clowns as most Danes know and support their work. Fairly easy to sell tickets. Contacted the organization, ordered tickets, distributed to the kids, received money.

R – results: What was the result? What kind of results did you make?

I managed to commit about half the parents – they had to make sure their kids could and would sell the tickets. All tickets were sold – the Hospital Clowns received 3000 d.dk and the Club 2000 d.dk.

K – kompetence (competencies): I used my **negotiation skills/people skills** in order to convince the parents (by email – **written communication skills**), and also informed the kids before their training what the Hospital Clowns are all about.

Structured: excel, to make sure people received the tickets also paid.

Result orientated, Efficient.



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Lotte's STARK



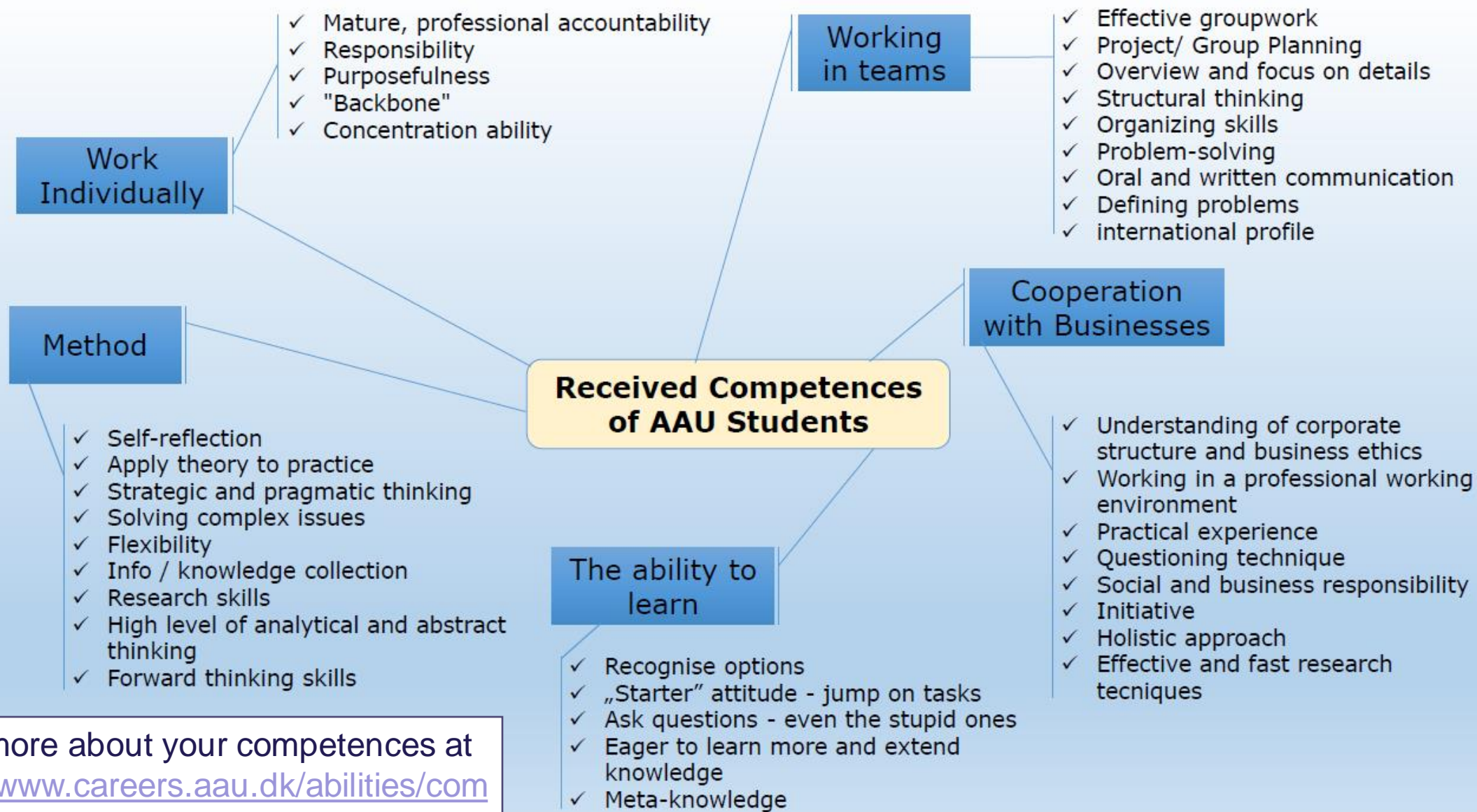


Homework together with a friend

10 minutes to think about/write down a positive experience.
Tell your STARK to your friend who in the end will comment, ask questions, and maybe add other competences.

- ▶ S: Situation: **what was the situation, describe very shortly.**
- ▶ T: Task: **What was the tasks or challenge?**
- ▶ A: Action: **What did you do?**
- ▶ R: Result: **What was the result? What kind of results did you make?**
- ▶ K: **Kompetence (competency)**





Know more about your competences at <https://www.careers.aau.dk/abilities/competencies/>

Personal competences

Use this as inspiration when describing yourself

Personal Competences

It is commonly known that personal competences and personality are of increasing importance in the process of hiring new employees. Some are of the opinion that if the chemistry is there, then the professional skills will be learned further down the road.

At a job interview, you will be asked to answer questions about your personality. A precondition to answer these questions is that you possess a clear understanding of the competences that define your personality. You can work systematically by asking e.g. your boss, your colleagues, your friends or your partner. You can also use the overview below for inspiration when identifying the competences that have been at play when you have experienced success.

Notice: a competence should always be combined with an example of a situation where you have demonstrated this competence. If you merely list several competence to an employer it makes it very superficial, however, by telling a story either a successful or less successful (where you tell how you gained insight about yourself) one will make your competences real and interesting!

X	Competence	X	Competence	X	Competence
	Balanced		Humoristic		Calm
	Pending		Considerate		Realistic
	Dependent		Reckless		Result oriented
	Responsibly		Hearty		Risk taker
	Serious		Helpful		Skeptical
	Ambitious		Intolerant		Stable
	Analytical		Inventive		Structured
	Aggressive		Indiscreet		Stubborn
	Arrogant		Impulsive		Spontaneous
	Knowingly		Inspiring		Factual
	Pleasant		Intelligent		Cooperative
	Controlled		Demanding		Systematic
	Worried		Initiating contact		Independent
	Determined		Strong character		Petty
	Specific		Uncompromising		Vulnerable
	Charming		Conformal		Aspirational
	Defensive		Competitive		Withdrawn
	Diplomatic		Creative		Tactical
	Disciplined		Critical		Temperamental
	Discreet		Controlling		Trusting
	Dominating		Loyal		Tolerant
	Dynamic		Lawful		Thoughtful
	Overwrought		Targeted		Patient
	Easygoing		Methodological		Undiplomatic
	Efficient		Compassionate		Persevering
	Energetic		People oriented		Irrepressible
	Engaged		Motivating		Undetermined
	Enthusiastic		Moral		Investigative
	Empathic		Touchy		Unshakable
	Flexible		Opaque		Elusive
	Reasonable		Supercritical		Irreconcilable
	Formal		Resignedly		Extrovert
	Cautious		Objective		Unstructured
	Understanding		Convincing		Kind
	Enterprising		Thorough		Strong minded
	Emotive		Attentive		Humble
	Rude		Optimistic		Honest
	Good listener		Perfectionistic		Open
	Dielectric powerful		Practical		
	Happy		Proactive		
	Hectic		Reliable		

How and where can you meet us?

✓ **Frederik Bajers Vej 1, 9220 Aalborg Øst**

✉ **E-mail:** karriere@aau.dk

☎ **Phone:** 9940 7447

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Summing up

Focus on project cooperation
Practice your STARK
AAU Career – events and counselling

Questions?

