

GUIDE AND GOOD ADVICE

FOR ACADEMIC SUPPORT TEACHERS,
STUDY MENTORS, AND SUPPORT PERSONS AT DTU

STRUCTURE

WHEN YOU SUPPORT A STUDENT AT DTU

ENCOURAGEMENT

PLANNING

FOLLOW UP



The SPS unit and the Study Counseling at DTU have prepared this guide. We hope it can be an inspiration in the support process and everyday student life.

STUDY SUPPORT

Objective

As a support provider, your most important task is to support the student in overcoming challenges and help the student find and utilize their strengths.

Create an overview - what strengths and challenges are at stake?

- Academic/teaching-related/study competencies
- Practical (see more under 'Everyday student life')
- Social (study group, cake group, PF clubs)
- Personal (sleep rhythm, leisure activities, exercise)

Mental support and motivation

Simply meeting can help the student do better. It helps create continuity and connection in the student's everyday life. For example, suppose the student has had one or more challenging days. In that case, it can be nice to talk to someone else about how to move forward and time-adjust one's planning rather than lose heart even more.

It may be a good idea to uncover what motivates the student about studying - just as it for some students will be relevant to put the study programme into a larger perspective, e.g. by talking about job opportunities.

Weekly meetings - content suggestions

It is good to hold regular weekly meetings since that supports structure and regularity.

- At each meeting: How has the week gone (remember also focus on the good experiences) and what is in store for next week? Feel free to use the overall semester plan and the annual cycle (attached in this booklet) to keep an overview.
- Have assignments been submitted - and has the agreed curriculum been read?
- Weekly schedule with visual planning - possibly in colours. In addition to scheduling courses and homework, it may also be appropriate to schedule leisure time (often, the students will perform all tasks to perfection so that scheduled leisure time works well) and scheduled physical activity and possibly socializing.
- Adherence to deadlines, i.e. ensure compliance with DTU's annual cycle (e.g. registration for/withdrawal from exams, registration for courses). Specifically, the student should be reminded of upcoming deadlines.
- Ongoing review of study announcements/student emails on the student's student email.
- How is it going socially?
- Assessment of ambitions

Overall study and semester plan

The student can prepare the plan just before or at the start of the semester and be included as a platform for assessing future (sub-) goals.

Course content and learning objectives can be found at kurser.dtu.dk

- How many ECTS can the student manage?
- Review courses, especially learning objectives, to identify future challenges. For example, does the student need to find a group for group work?
- Preparation and revision of weekly plans. Did you achieve what you had planned? Why/why not? How do we make up for a possible delay?
- Choice of study plan/elective courses. What are your interests? In case of doubt or questions, contact the head of the study.
- Prioritizing leisure time - it is essential to take time - with a clear conscience. You can do that with good structure!
- Project planning/search for a project ([Rules when writing a BEng project](#), [BSc project](#), and [MSc project can be found here.](#))

[Find more information about study technique here..](#)

Teaching

- Contact with lecturers and tutors – does the student need encouragement to get in touch, ask questions, etc.?
- Does the student need PowerPoints well in advance?
- Does the student prefer a particular location for lectures (sit in front, back)?
- Does the student need support for group work?
- Does the student need extra time for tests during the semester?

Coffee meeting - advice from an academic support teacher

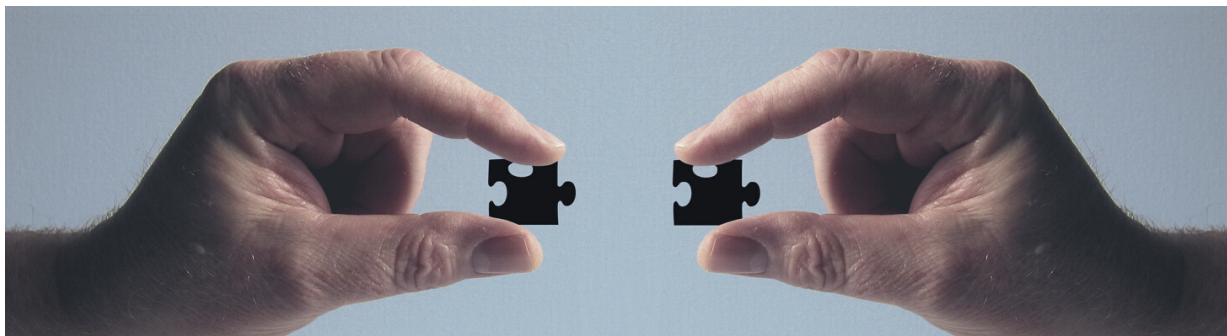
"It can be a good idea to book a coffee appointment with the student and lecturers in courses where it has been challenging to talk to the lecturer. For example, in mathematics, where there are a lot of students on a course. During the breaks, the student had questions but did not dare to go down and ask. After a short meeting with the lecturer, where we said hello, and I was introduced to the student as "someone who wants to, but find it a little difficult" - the student could make contact himself at the subsequent lectures, as the contact was now created."

Group work - advice from an academic support teacher

"Here, I have focused on the semester plan from the start of the semester regarding group work in the individual courses. I have done this to remind the student to join a group as soon as possible, so they do not end up as the last choice every time and thus in the last group formed with the other students who could not find a group either. It has positively affected the two students I have - that I have "pressured" them to find groups quickly."

Everyday student life

- Practical things (student card, student email, DTU Inside, DTU Learn)
- Find rooms/places, e.g. for the exam, students may be sent to an unknown location.
- Define which computer is needed. Which programmes should it, for example, be able to run?
- Overview of books/notes for the courses. Do you have all the material?
- [Use of the study planner](#)
- If a situation arises or is emerging that could potentially seriously affect the student's study plan (e.g. an elective course that proves very difficult/uninteresting for the student from the beginning), it is a good idea to help the student see new opportunities as early as possible, and preferably before the situation arises. That allows the student to avoid panic attacks, which can be very undesirable.



State Educational Grant and Loan Scheme (SU)

The [SU office](#) at DTU can provide guidance regarding ordinary SU.

Information and guidance on disability supplement is available at [su.dk](#).

Please be aware that SU's rules and requirements on study activity are stricter than DTU's rules.

Internship and/or collaborations with companies

In connection with internships, it may be relevant to support the student in finding a (suitable) internship site, during the application process, during the internship itself, and during writing a report.

[DTU Career Centre](#) also provides guidance on the above.

Contact SRG or the SPS Unit if there is a particular need for support in finding an internship.

You can read the rules and description of the internship at [DTU Inside](#).

The Study Guidance's help and offers good advice, FAQ, etc.

The Study Guidance can help with everything about the programmes, DTU's rules and your well-being.

You can find them [here](#).

Events

The Study Guidance's events can be good to know. They relate to, for example, sustainable study habits, exam preparation, assignment writing, etc.

You can find all the Study Guidance's events [here](#).



Stay abroad

If you need guidance on the application process, contact DTU's International Student Services.

It is possible to receive SPS during stays abroad - contact the SPS Unit for further information.

Examination

- Get an early overview of the exam form. It can help to know the end goal to do good planning.
- Should the lecturer be contacted regarding extra time for tests during the semester or an oral exam?
- Is there a need to apply for special conditions? **NOTE! SPS and special conditions are NOT the same!!!** You can apply for special exam conditions [here](#).
- Should the student apply for a USB connector for an exam without aids? (typically, if the student has dyslexia)
- Find exam dates and put them in the calendar. Find rooms.
- Exam preparation: What aids are allowed? What is wise to have ready? Is everything prepared on paper/computer?
- Practical questions during the exam period should be addressed to the [Study Administration](#). They are responsible for planning the written exams.

Registration for and withdrawal from courses and exams

Please pay attention to re-exams (if automatic registration applies - remember to withdraw if you do not want to be registered).

To avoid being tied to a course or getting a "No-show" for one exam, it is essential to pay attention to the registration and withdrawal deadlines.

[Find more information and the deadlines here.](#)

The future and jobs

De Studerendes Erhvervskontakt (Students' Business Relations, or DSE) holds an annual DSE fair at DTU. It may be relevant to support the student with the following: preparing a CV, preparing questions, selecting companies, etc.

For students about to graduate, you can support the upcoming job search - both concrete and mentally.



EXTRA INFORMATION FOR YOU

Extra access for you

If you need to be able to access relevant courses, please get in touch with each lecturer yourself and ask to be added to the course participant list.

If you are not normally employed at DTU, you must contact the SPS unit at DTU, and we will create a guest profile for you. Thus, you can gain access to DTU Inside and, as mentioned above, be added to the course participant lists.

Good advice for a support teachers/study mentors

To support a student with a disability, the following may be relevant:

- Focus on, highlight and leverage strengths.
- Be precise about the relationship and clear about boundaries - both for the sake of the student and yourself.
- Describe and ascertain the current situation.
- Specify the range you have as support (thus far but not further).
- Make a time frame and adhere to it (for the entire period and the individual meetings). Additional support hours can be applied for via SRG.
- Be very specific in your communication (especially for students with Autism Spectrum Disorders).
- Be aware that you are not communicating any "bad news" by email; wait, if possible, to convey the news to the next meeting you have with the student.



CONTACT



You are always welcome to contact us if you have any questions or if something happens in the process that you would like to discuss.

The SPS unit at DTU

[Link to the website](#)

For questions about the following:

- SPS
- Salary for academic support lecturers
- SPS grants
- Special exam conditions
- DTU guest profile

SRG

[Link to the website](#)

- Extra hours for support
- Extension of the support period
- Planning support needs
- Workshops for support persons
- Individual supervision for support persons

The Study Guidance

[Link to website](#)

- Study planning
- DTU's rules
- Exemption application
- Complaints and/or violation
- Well-being and/or study choices