

Instructions for using the data entry system for the course database

Access to the system

The data entry system can be found on DTU Inside under "Educational administration". When you click on 'Educational administration', a mega menu will appear that features a guide on revising courses in the course database.

Education > Educational administration

Educational administration

Office for Study Programmes and Student Affairs (AUS)

- > Who does what in AUS?
- > Shared mailboxes in AUS

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<ul style="list-style-type: none">> CensorNet> Honours Programme - registrering af studerende> Rules and regulations - complete view> Kursusbasen> DTU Study Base> Links for Head of Studies> I-StudieDatavarehus> Studienævnenes linksamling> Previous programme specifications> Uddannelses.UMV> International Grade Comparisons (NARIC)	<ul style="list-style-type: none">> Processer og procedurer i AUS> Examination outside the ordinary examination periods> Study Start> Procedure for afholdelse af skriftlig eksamen> Studielederens arbejdsopgaver> Tildeling af lokaler> External examination> Advisory Group - Terms of Reference> Digital exam <h4>STUDIEVEJLEDNINGENS TILBUD TIL UNDERVISERE</h4> <ul style="list-style-type: none">> Studieintroducerende moduler> Studievejledningens eventkalender for de studerende <h4>PHD EDUCATION</h4> <ul style="list-style-type: none">> PhD school> PhD supervisors> PhD committees> PhD administration	<ul style="list-style-type: none">> Enkeltfag> Erhvervsrettede kurser> Særskilte moduler> Samarbejde> Studieleder DTU deltidsuddannelser> Studiemeddelelser> Lærere i grundskole og gymnasium> Ph.d.-kurser> Deltidsmaster> Fleksibel Master> Markedsføring> Brug af kursus katalog> Sname> Sname> Kontakt <h4>ANNOUNCEMENTS FOR TEACHERS</h4>

Education > Educational administration > Tools > [DTU Course Base](#)

TOOLS

CensorNet

Honours Programme - registrering af studerende

Rules and regulations - complete view

DTU Course Base

DTU Study Base

Links for Head of Studies

I-StudieDatavarehus

Studienævnenes linksamling

Previous programme specifications

Uddannelses.UMV

International Grade Comparisons (NARIC)

The course database

The annual revision of the course database takes place in April. The exact dates of start and end will be announced well in advance. Guidelines and deadlines for editing in the course database are following the procedure below for updating course descriptions.


- DTU course base
- Editing the course base: <http://kurser.dtu.dk/admin>
- Guidance in the use of the course database 2022/23
- Explanation of the fields in the course description
- Type of courses, explanation
- **Rule checklist** for use in the annual update - important information that must appear in the course description


Updated by [Mette Lilje](#) on 22 March 2022

Responsible unit: [Office for Study Programmes and Student Affairs](#)

Description of the data entry system

Course base

Danmarks Tekniske Universitet 

User guide Administration Denny Nielsen 

Welcome to the course base

Choose volume

In this system you can edit course descriptions. Below this text you can choose the version of the course catalog you want to edit. When you click on the link you will be asked to log in. Once you have done so you are ready to edit the course descriptions.


Here courses in the new kursusbase are edited. From September 2022.
[2022/2023](#)


Here courses in the new kursusbase are edited. From September 2021.
[2021/2022](#)

E-mail: help@campusnet.dtu.dk phone: 45 25 74 43

On the first page, select the year. When we open for editing of the new year, you will still be able to access the old year, as the courses in the 3-week periods in June, July, and August belong here. **You must make sure that you are working in the correct year group.**

Course base

Danmarks Tekniske Universitet 

Course descriptions 2021/2022 Change volume User guide Administration Denny Nielsen 

Search in course descriptions

Current course descriptions
Volume: 2021/2022

Outline




- ▶ BEng
- ▶ Deltidsdiplom
- ▶ MSc
- ▶ BSc
- ▶ Ph.D.
- ▶ Parttime master

Welcome

You are logged into the DTU Course Catalog. Here you can find all courses for a specific volume. Do you wish to edit courses in another volume? Then follow this link to change volume: [Change volume](#)

User defined search [Change settings](#)

Show courses fulfilling the criteria: At administration, under Nyoprettede or Under editing but Published exists or Under remake or Under deletion or Published. Click Change settings to change..

Course number/English title	Last updated
12003 Introductory Environmental Laboratory and Field Course Studienavn DTU Miljø	 At administration Mette Topp Hansen 23/03/2022 10:51
27828 Upstream Process Development PhD-udvalget for Kemi, bioteknologi og kemiteknik	 At administration Katrine Søbæk Jagd 21/03/2022 14:53
46W24 Aerodynamics and Aeroelasticity Studienavn DTU Vindenergi	 At administration Marianne Hjorthede Jørbirk 21/12/2021 13:23

After selecting the year, you can see an overview of the courses you are responsible for and which you, therefore, can correct. If more than one person is responsible for a course, it should be agreed who is responsible for editing the course.

At first, the course database is empty, but all the courses from last year's course database are set up. The courses must be sent in flow and approved by the board of studies to be visible in the new course database.

Click on a course and continue to the "flow page". Here you can send the course to the department for approval by clicking the link "Send to the studyboard".

The screenshot displays the DTU Course base interface. At the top, the header includes "Danmarks Tekniske Universitet DTU" and navigation links for "Course descriptions 2021/2022", "Change volume", "User guide", "Administration", and "Denny Nielsen". A search bar is located on the right. The main content area is titled "12003 Introductory Environmental Laboratory and Field Course" and features a workflow diagram with four steps: "Send to the author", "Send to the studyboard", "At the administration", and "Publish". The "Send to the studyboard" step is highlighted with a red circle. Below the workflow, there is a "Note for course description" section with an "Edit note" link. The "Authors" section lists "Peter Kjeldsen" and "Administration (DTU_BSC)". The "History" section shows a list of actions, including "At administration" and "Published".

Once you forward the course, a pop-up image will appear, giving you the chance to send an information email regarding forwarding the course. It can be agreed at the department whether the board of studies shall receive information emails. By default, no information emails are sent.

Course Danmarks Tekniske Universitet DTU

Change state ✕

You are publishing the course

Who shall be notified about this change of state?

Course responsables

Peter Kjeldsen

Study board (12)

Helene Hviid

Mette Topp Hansen

Søs Carlslund Ejlerskov

Administration (DTU_BSC) Sending to 16 of 16

Add recipients

- Bettina Specht
- Camilla Skou
- Carina Vanida Jessen
- Denny Nielsen
- Havana Karakoc
- Henriette Meinke
- Jeanett Kirit Larsson
- Lea Milving
- Linda Lykkegaard
- Lone Bjerking Rem
- Maiken Pretzmann
- Marianne Møllegaard Nielsen
- Martin Jensen
- Maya Jean Minch
- Thomas Sloth Brendstrup
- Tine Bundgaard

[Show email](#)

Course type from the studybase

Technology Core Courses, Environmental Engineering

19/05/2021 15:01 Published
Published by Denny Nielsen

18/05/2021 08:38 At administration
Sendt til administrationen af Mette Topp Hansen

By clicking on "Show email", you can see the text that is in the information email, and you can alter the text according to your wishes.

Please note that only courses that comply with all the rules can be published in the course database.

Once back on the flow page, you can see what the course will look like in the course database by clicking on "Show" (Danish or English).

Course base

Search in course descriptions

Current course descriptions
Volume: 2021/2022

Outline New course

- BSc
 - Studyboard DTU Environment
 - 12003 Introductory Environmental Laboratory and Field Course**
 - 12000 Water and environmental management
 - 12102 Environmental Processes
 - 12134 Environmental Microbiology
 - 12139 Resource Engineering
 - 12143 Bioresources
 - 12202 Environment and Sustainability
 - 12203 Environmental project work
 - 12205 Climate change – impacts, mitigation and adaptation
 - 12210 Environmental Engineering in low- and middle-income countries
 - 12320 Hydrology
 - 12701 Introduction to Living systems
 - Studyboard DTU Compute
 - Studyboard DTU Physics
 - Studyboard DTU Civil Engineering
 - Studienævn DTU Sundhedsteknologi
 - Studyboard DTU Food

12003 Introductory Environmental Laboratory and Field Course

Edit course description | Show in Danish | Show in English Unpublish | Dismiss all changes

Send to the author → Send to the studyboard → At the administration → Publish

Note for course description Edit note





Authors Add author

- Course responsible
 - Peter Kjeldsen
- Study board (12)
- Administration (DTU_BSC)

Course type from the studybase

Technology Core Courses, Environmental Engineering

History

- 23/03/2022 10:51  At administration
Sendt til administrationen af Mette Topp Hansen
- 23/03/2022 10:50  At study board
Edited by Mette Topp Hansen
- 19/05/2021 15:01  Published
Published by Denny Nielsen
- 18/05/2021 08:38  At administration
Sendt til administrationen af Mette Topp Hansen

Course base

Search in course descriptions

Version: 12003
Volume: 2021/2022

[Go back](#)

Showing version danish. [show other version: english](#)

12003 Miljøteknisk Laboratorie- og Feltkursus

2021/2022

Indledende kursus på 2. halvår. Kurset er rettet mod førsteårsstuderende på bachelor i vand, bioressourcer og miljømanagement. Disse studerende har fortrinsret

Kursusinformation

Engelsk titel Introductory Environmental Laboratory and Field Course

Undervisningsprog Dansk

Point(ECTS) 5

Kurstype Bachelor
Kurset udbydes som enkeltfag

Skemaplacing Juni

Undervisnings placering Campus Lyngby

Undervisningsform Forelæsninger, gruppearbejde, feltmålinger og/eller laboratoriearbejde

Kursets varighed 3-uger

Evalueringsform Bedømmelse af opgave(r)/rapport(er)

Bedømmelsesform 7-trins skala , intern bedømmelse

Deltagerbegrænsning Maksimum: 60

Kursusansvarlig [Peter Kjeldsen](mailto:pekj@env.dtu.dk) , Lyngby Campus, Bygning 115, Tlf. (+45) 4525 1561 ,
pekj@env.dtu.dk

Institut 12 Institut for Vand og Miljøteknologi

Tilmelding I studieplanlæggeren

Mulighed for GRØN DYST deltagelse Kontakt underviseren for information om hvorvidt dette kursus giver den studerende mulighed for at lave eller forberede et projekt som kan deltage i DTUs studenterkonference om bæredygtighed, klimateknologi og miljø (GRØN DYST). Se mere på <http://www.groendyst.dtu.dk>

Version

Date : 23/03/2022 10:50:55

Author : Mette Topp Hansen

Course type from the Studybase

Technology Core Courses, Environmental Engineering

If you click on "Edit the course description", you will come to a page with all the spaces. Corrections can be made here. Fields marked with * are mandatory.

Course base

Edit: 12003 - Introductory Environmental Laboratory and Field Course
Volume: 2021/2022

Course identification	
Course number *	<input type="text" value="12003"/>
Course title *	<input type="text" value="Miljøteknisk Laboratorie- og Feltkursus"/>
English title *	<input type="text" value="Introductory Environmental Laboratory and Field Course"/>
Credit Points (ECTS) *	<input type="text" value="5"/>
Study board *	Studyboard DTU Environment
Department *	12 Department of Environmental Engineering <input type="text" value="100"/> %
Department involved	+Add assisting department
External Institution	+Add external institution
Course comments	<p>Danish</p> <p>Indledende kursus på 2. halvår. Kurset er rettet mod førsteårsstuderende på bachelor i vand, bioressourcer og miljømanagement. Disse studerende har fortrinsret</p> <p>English</p>

[Back to Course overview](#)

Document information
<input type="button" value="Save document"/>
Fields marked with * is mandatory.
Last saved by Mette Topp Hansen Date 23/03/2022 10:50:55

Course type from the studybase
Show course type from the studybase

Preview
Show in Danish Show in English

New course

You can set up a new course on the overview page.

Course base

Searched course descriptions
Volume: 2021/2022

Outline	New course	Search
<ul style="list-style-type: none">▶ BEng▶ Deltidsdiplom▶ MSc▶ BSc▶ Ph.D.▶ Parttime master		<p>Search words: <input type="text"/></p> <p>Programme level: <input type="text" value="All"/></p> <p>Responsible department: <input type="text" value="All"/></p> <p>Study board: <input type="text" value="All"/></p> <p>At instance: <input type="text" value="All"/></p> <p>State:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Published<input checked="" type="checkbox"/> Under remake<input checked="" type="checkbox"/> New course<input checked="" type="checkbox"/> Under editing but published exists<input checked="" type="checkbox"/> Under deletion <p>Sort by <input type="text" value="Date"/></p> <p><input type="button" value="Search"/></p>

First, you will be shown a page where you have to decide whether the course should be started all over again (a blank course) or whether an existing course can be used as a template.

Course base

Create course
Volume: 2021/2022

[Go back](#)

Select how to create the course

New blank course

Create the course based on an other course

Create the course based on 12003

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Next, you have to decide on some basic information, first and foremost the course's education level, and the course number. You can set up a course with a temporary course number if you have not yet been assigned a number. The board of studies is responsible for assigning course numbers.

Course base

Create course
Volume: 2021/2022

[Go back](#)

New blank course

Level

Department

Study board

Course number [Use temporary code](#)

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Lastly, you enter the form. Note that the error list is always located in the center-right of the screen and that any missing mandatory space's names are shown in red writing. See "template for creating new courses" for a more detailed description of the individual spaces.

Please contact Arcanic Support (4525 7443) if you have any questions.