

Dear student,

The date for handing in your course paper/project is just around the corner.

On 12 December and 17 December we are open between 9 AM and 3 PM. Please notice that the doors close at three PM sharp.

Please make sure you have following in order BEFORE you arrive at the examinations office in wing 2E to hand in your paper.

1. Print minimum three copies:
 - a) 1 copy for the external examiner
 - b) 1 copy per supervisor/teacher participating in the oral exam
 - c) 1 copy for the IT-U archives
2. All copies should be stapled or bound so no loose pages can get lost from the rest of your project
3. All projects must have a standard front cover
To be downloaded from: <https://intranet.itu.dk/en/Studiehaandbogen/Eksamen/Standardforside>
4. Write following information on the cover page
 - a) Course name/project title
 - b) Name(s) of course responsible/supervisor
 - c) Student(s) name(s)
 - d) Students Cpr. Nr. or date of birth and IT-U mail address
5. Make sure that any CD-ROM/DVD-ROM or USB's are firmly attached to each copy of the project
6. Print and fill in your receipt BEFORE you arrive at the examinations office.
Download the receipt at <https://intranet.itu.dk/da/Studiehaandbogen/Eksamen/Seneste-nyt>
7. If you have any physical models that have to be evaluated at your exam, you also have to hand these in, or at least a paper stating the technical specifications as well as a photo of the model.
8. If this is the first time you print a paper at the ITU, please make sure that your print driver is updated
9. Please notice that there are several print stations at the ITU, all of them has exactly the same colour printer and binder/spiral backs as the print station in the Atrium.
10. If you need any technical assistance in printing your paper please contact FM in the Atrium

You can find further information about examinations here: itu.dk/examinations

Yours Sincerely,

The Examinations Office