



Professional Training semester courses

Additional Information

Below, we have assembled some additional, practical information regarding your participation in one of professional training courses organised by The Animation Workshop, VIA University College.

Registration and payment

Formal registration

You will receive an acceptance email when you are registered as a participant on the course.

Payment of the course

You will receive an invoice by email for the entire course fee in the month before the start of the course.

VIA IT systems – registration required

Once registered on the course, you will be assigned a VIA ID, an autogenerated sequence of numbers. You will then need to complete VIA Start (start.via.dk). It is important that you complete VIA Start, as this will give you access to VIA's IT systems and services.

Travel

Airports and transport options

We encourage our students, course participants, and guest teachers to consider green transport options.

Airports close to Viborg are

- Midtjyllands lufthavn (KRP, a domestic airport, so you will have to fly to Copenhagen first). From KRP it's about a 30 minute drive to Viborg). From KRP to Viborg train station you can book a [Flexbus/teletaxi](#).
- Billund. From here it's about a 1,5 hour drive to Viborg. It can be tricky to take public transportation from Billund to Viborg, since there is no direct bus to Viborg. You can have a look at the [travel planner](#) where you can type in your departure and arrival destination in Denmark. It will include both busses and trains.
- Aalborg airport is located to the north of Viborg. A bus from Aalborg to Viborg will take around 1,5 hours.
- Aarhus airport, AAR.
- Finally, you can take a plane to Copenhagen airport and change for Midtjyllands lufthavn or take a train directly from Copenhagen airport to Viborg, or take a bus. It's around a 4-4,5 hour journey.

If you want to take a train from Copenhagen to Viborg, you can have a look at [DSB's website](#).

The bus company is called [Flixbus](#) and you can find more info on their website.

Arrival

You must arrange the key exchange with the Janitor at the dormitory Camp Logos yourself. If you arrive during the weekend, you will find the keys to your room in the key box at the dorm, provided you have been in contact with the janitor. Precise information will be given by our housing coordinator.

From the station to the school

From the train station to the school it's around a 10-15 minute walk. There are normally taxis on standby outside the station, if not you can call one from Viborg Taxi +45 86 62 66 00. You can see the address of the school below.

The school

Classroom

You will – upon your arrival – receive a key card so you can access the school buildings at all hours, and you're welcome to use your personal classroom computers at all times. Open hours are week days from 8.30 to 16.30. Outside these hours, you must have your key card with you to enter the buildings. Class hours are normally 9:00 to 16:00.

School library

There is a school library with DVDs and books, and you are free to borrow up to 3 items at the same time. Just fill out the form at the library, and you can borrow the items for a week.

Sports/activities

At the school, the students run the "Soft Values Program". The program can include extra-curricular activities such as sports, guest lectures, life drawing, movie nights, etc. It's all free and you are very welcome to join. The program is organized by students and it changes from semester to semester.

Housing

The dorm room

Depending on availability, we normally house all our students in the nearby dorm Camp Logos run by the housing company Sct. Jørgen. It is only a 3-minute walk from the school. Depending on which room you prefer, your room will include a private bathroom and a kitchenette with two hotplates, a refrigerator and a small oven. There is basic furniture in all the rooms. There is a shared kitchen and common area as well. There are no kitchen utensils for the kitchenette in the room, so most people buy some utensils at the second hands shops we have here in Viborg, or go to the swap exchange at the main campus building and pick something up for free.

Please note that The Animation Workshop cannot guarantee that you get the specific room type you have requested. In some cases, we just have to accept what is currently available from the housing organization.

Duvet and pillow

You will need to bring your own duvet and pillow as well as bed sheets and towels.

Internet

If you are housed by the housing organization Sct. Jørgen, you have wireless internet in your room.

Laundry

There are washing machines in the basement of the dorm, and you get a card for them that you have to use each time. The payment is withdrawn over the monthly rent.

Electricity

Electrical plugs: in Denmark we use a standard European 230 V. See [here](#) (you can use only the two parallel holes or all 3).

Moving in room check

You should schedule an individual room check with the dorm building supervisor during the first few weeks, during which you spend 5 minutes going through your room for any flaws.

In preparation for this meeting, please just note down everything that is wrong with the room. If there is anything wrong with the room, and it has not been noted down by the janitor during the room check, you can potentially be held accountable for it.

Other useful info**First Day**

The first day of the course starts on the Monday at the time given by the course organiser. The course organizers will have some practical information for you. For those interested, we will go to the cantina for lunch. Once the admin part is finished, teaching starts.

Lunch

There is the VIA cantina where you can get a sandwich for 35 DKK and a hot dish for around 25-45 DKK. Of course, there is also the possibility to go home for lunch, since you will be living so close to the school.

Receiving mail

The easiest will be to have your mail and packages sent directly to the school, since the reception is manned during normal working hours. And then we bring your mail to the classroom. The address of the school is:

The Animation Workshop, VIA University College

Att: Your name

Kasernevej 5

8800 Viborg

Denmark

Currency

We use Danish Crowns in Denmark (DKK), and we use credit / debit cards for practically all transactions. In the rare event that you need cash in DKK, there are ATMs/cash points all over Viborg, and one close to the school.

Insurance

You should get a social security insurance that is valid inside EU countries. Contact your national social security office to learn more.

We look forward to welcoming you to The Animation Workshop, VIA University College.