



Creative Simulation Technologies course

Practical Information

Below, we have assembled some practical information regarding your participation in the Creative Simulation Technologies course.

Registration and payment

Formal registration

You will receive an acceptance letter 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 August 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

After completing the registration, it will give you this link: <http://en.via.dk/programmes/new-student-information>

Some of the info on the page does not apply for this particular course. For instance, you do NOT need to bring your own computer. The classroom is fully equipped with workstations, and you will have your own dedicated PC for the duration of the course.

Travel

Airports

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](#) to the cost of around 40 DKK (in cash).
- 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.
- 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 fly from Copenhagen to Midtjyllands Lufthavn, you fly with [Danish Air Transport](#). If you want to take a train 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 have to arrange the key exchange with the Janitor at Camp Logos. 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". This is 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 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 just buy some stuff at the second hands shops we have here in Viborg.

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 can bring your own duvet and pillow, or you can choose to buy a duvet and pillow set through the school. If you buy it through the school, the duvet set will be placed in your room before you arrive. You will receive a payment link before arrival. The price is 400 DKK.

You will need to bring 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).

Deposit/contract

The Animation Workshop has negotiated a reduced deposit with the housing organization. As a PRO course participant, you only have to pay a deposit of 5.000 DKK (instead of 10-11.000 DKK).

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 10 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 10:00. The course organizers will have some practical information for you, and you will get a tour of the school. We all have lunch together, and in the afternoon, you start out with the teacher.

Lunch

There is the VIA cantina where you can get a sandwich for 30 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 almost all transactions. It might be a good idea to have some cash in DKK when you arrive – especially if you plan to ride a bus. 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.

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