

# The University of Copenhagen (UCPH)

*Last update: December 2015*

## Fact Sheet for application procedure 2016-2017 for European Erasmus and Nordic Nordplus students

### GENERAL INFORMATION

#### Email address for Erasmus and Nordplus students

[INT-admission@adm.ku.dk](mailto:INT-admission@adm.ku.dk)

#### Website for exchange-related information

For students:

- Prior to admission <http://studies.ku.dk/exchange>
- Upon admission: <http://studies.ku.dk/welcome>

For partner universities (online nomination procedure): <http://universitypartners.ku.dk/>

#### Postal address

University of Copenhagen  
University Education Services  
International Education and Grants  
Noerregade 10  
DK-1165 Copenhagen  
Denmark

#### Visiting address

University of Copenhagen Student Centre  
Fiolstraede 1  
DK-1171 Copenhagen  
Denmark  
Opening hours: <http://studies.ku.dk/exchange/contact/>

#### Inbound Mobility Team

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## APPLICATION PROCEDURE

### Deadlines for application

Spring semester: 1<sup>st</sup> October

Autumn semester: 1<sup>st</sup> May

It is not possible for the University of Copenhagen be lenient with regard to deadlines.

### Nomination procedure

The nomination and application procedure of the University of Copenhagen is purely electronic. Partner universities must nominate their students online, <http://universitypartners.ku.dk/>. Students are invited to complete an online application.

Every year, in January or February, we send revised log-in details for this procedure for the coming academic year to all of our partner universities. Until you receive this information you can use the log-in details from last year if you have an early nomination.

### Nomination issues for Erasmus students

The University of Copenhagen accepts nomination of students who study the area covered by the subject-bound Erasmus agreement within which they are nominated. Please note that students are expected to sign up for courses within this area at the University of Copenhagen.

In addition to the first mandatory subject, the students can select up to 4 other subjects within other areas in the online application.

When you nominate your students please use the free-text field "Area of Study" on the online nomination site to indicate the subject of the agreement AND the Erasmus subject code (ISCED 2013).

If in doubt, please write to [INT-admission@adm.ku.dk](mailto:INT-admission@adm.ku.dk)

### Nomination issues for Nordplus students

Please be specific regarding the type of programme when you nominate your Nordplus students.

Use the free-text field "Area of Study" on the online nomination site to indicate if the student is nominated within a specific Nordplus network (write the name of the network) or the cross-discipline programme Nordlys (write Nordlys).

For the Nordlys programme please be aware that the current quota is 2 students per semester for Copenhagen.

Please note that the Faculty of Law does not accept students nominated on the Nordlys programme.

If in doubt, please write to [INT-admission@adm.ku.dk](mailto:INT-admission@adm.ku.dk)

### Erasmus Traineeship students

Erasmus Traineeships are not part of established Erasmus agreements and must be arranged in direct contact with the host department or research group at the University of Copenhagen, <http://studies.ku.dk/exchange/admission/erasmus-traineeship/>. Please note that International Education and Grants cannot help students to find a relevant professor or researcher. Please feel free to use the web sites

[http://studies.ku.dk/University\\_of\\_Copenhagen/faculties\\_and\\_campuses/](http://studies.ku.dk/University_of_Copenhagen/faculties_and_campuses/) and <http://research.ku.dk/>

Once the Training Agreement is fully signed by the professor or head of research group at the University of Copenhagen and the home university please send it to the e-mail address [INT-admission@adm.ku.dk](mailto:INT-admission@adm.ku.dk)

Please note that Erasmus Traineeship students are not allowed to sign up for courses.

### **Application procedure**

Partner universities must nominate their students online, <http://universitypartners.ku.dk/> International Education and Grants processes the online nomination from the partner university and sends **an invitation to apply online to the student's email address.** The students receive a pin code which they need to access the online application. They can save a draft of the application and access it by logging on again later to complete the application. The students will be guided through the process while online, and they can upload the required supporting material on-line as well.

**The students upload document(s), fill in the application form and send it online.**

**A complete online application must include all the requested documents. If a document is damaged and cannot be opened the application is not considered complete.**

**PLEASE NOTE THAT NOMINATION IS NOT EQUAL TO ADMISSION.** Upon receipt of a complete online application, we check data and documents and forward applications to the relevant departments for assessment.

Upon receipt of the assessment reply/replies from the department(s), the admission procedure will be finalised and the students will be informed by email if they have been accepted.

### **Proof of English language proficiency – for non-native English speakers\***

#### **For studies in English/American Language and Culture:**

We require one of the following tests:

Toefl Internet-based: minimum score: 80

Toefl Computer-based: minimum score: 213

Toefl Paper-based: minimum score: 550

IELTS: minimum score: 6.0

Cambridge Advanced English (CAE): minimum score: B

Cambridge Proficiency in English (CPE): minimum score: C

#### **For studies in Film & Media Studies, Education, Rhetoric, Philosophy, and Library and Information Science:**

We require one of the following statements or tests:

Statement regarding English language proficiency, signed and stamped by the home university  
Institutional English language test, e.g. from the home university,

Toefl Internet-based: minimum score: 80

Toefl Computer-based: minimum score: 213

Toefl Paper-based: minimum score: 550

IELTS: minimum score: 6.0

Cambridge Advanced English (CAE): minimum score: B

Cambridge Proficiency in English (CPE): minimum score: C

We do not accept institutional TOEFL tests. We do not accept any other types of language tests.

#### **All other subjects**

For all other subjects there is no requirement for proof of English language proficiency for exchange students.

## Supporting documents

- **Transcript\***
- **Proof of English proficiency:** NB - only necessary if you apply for one or more of the subjects mentioned above.

Transcript and Proof of English proficiency should be uploaded in the online application. We do not accept hard copies sent by mail.

As a general rule we accept documents in Danish, English, German, French, Spanish, Italian, Swedish and Norwegian. However, in some instances it could be necessary to have an English translation. Translations must be approved by the home university. Please note that we have no use for hard copies of documents pertaining to the students' Erasmus agreement for their home university. See the section below "Learning Agreements (LA)".

\*We accept unofficial transcripts from the electronic registrar system of the home university provided that it includes the student's name and the name of the home university.

## Faculties open to Erasmus and Nordplus students

The 6 faculties at the University of Copenhagen:

Faculty of Humanities  
Faculty of Social Sciences  
Faculty of Law  
Faculty of Science  
Faculty of Health and Medical Sciences  
Faculty of Theology

## Fields not offered by the University of Copenhagen

Business, Accounting, Financing, Marketing, Management, Engineering, Design, Architectural Design. Please note that in Denmark, performing art programmes are typically offered by specialised colleges or academies. Please enquire in case of doubts: [INT-admission@adm.ku.dk](mailto:INT-admission@adm.ku.dk)

## Restrictions for Erasmus and Nordplus students

Areas of study not open for exchange students:

- Cognition and Communication
- Global Development
- Security Risk Management

The Faculty of Health and Medical Sciences is only able to take on students for studies in Medicine and Dentistry from universities with which the Faculty has a formal agreement of student exchange.

## What Erasmus and Nordplus students should be aware of

**Keep an eye on the spam folder of your email account.** If you have not received the invitation after 3 days upon nomination, write to [INT-admission@adm.ku.dk](mailto:INT-admission@adm.ku.dk)

**You cannot select courses in the online application.** You are assigned the first subject and can select up to 4 other subjects. Please note that the order of priority is not significant – all selected subjects in an online application will be assessed on an individual basis.

**You cannot change the first subject in the online application.** We only accept nomination of students who study the area of study covered by the subject-bound Erasmus agreement within which they are nominated. Please note that students are expected to sign up for courses within the same area of study at the University of Copenhagen (Nordlys students exempted).

**Course selection and registration.** The full list of courses will be available 2-3 months prior to semester start. Information on registration for courses and exams can be found on this website <http://studies.ku.dk/exchange/course-information/>  
Find the relevant advisors at departmental level here:  
<http://studies.ku.dk/exchange/course-information/registration/>

**Do you have dual citizenship?** If a student has dual citizenship, and this includes an EU/EEA country or Switzerland, please tick-off the relevant European country in the box for citizenship. Otherwise, you will receive residence permit papers you do not need.

**Do not send hard copies** of documents or online application by post.

**Courses designed particularly for international students across disciplines** – indicate your wish to take a Danish language Course, a Danish Culture Course, one or more of the general courses within Social Sciences, etc. in the Study Description of the online application – do NOT select a subject to match such a course. These courses do not require academic assessment. You sign up close to semester start or upon arrival.  
<http://studies.ku.dk/exchange/course-information/cross-discipline/>

**What is a complete online application?** Your online application is not complete until all sections have been filled in and **the uploaded documents have been approved**. So please send your online application in good time.

### **Electronic admission package**

Upon receipt of assessment reply(ies) from the relevant department(s) International Education and Grants can finalise the admission procedure. The expected processing time is 8 weeks after the deadline.

EU/EEA students (citizenship) will receive an electronic admission package by e-mail, with a full copy to their home universities by e-mail.

Non-EU/EEA students (citizenship) will receive an electronic admission package by e-mail, including information on how to apply online for a residence permit (the ST1 procedure) The home universities will also receive a full copy of the admission package by e-mail.

### **Learning Agreements (LA) for European Erasmus Students**

At the University of Copenhagen the Learning Agreement must be signed at either the department or faculty in charge of the Erasmus agreement at the University of Copenhagen. To identify the specific agreement, please see the **first subject** in either your online application or your letter of admission.

How to have your Learning Agreement signed:

- Send the document either electronically or in hard copy to the department or faculty in charge of the Erasmus agreement at the University of Copenhagen.
- Or go to the relevant department or faculty in charge of the Erasmus agreement at UCPH if you are already in Copenhagen.
- Do not send the document to the International Office.

### **FAQ when filling in the Learning Agreement:**

#### **Study Cycle:**

If you are a bachelor student please enter '6', master students enter '7' and PhD students enter '8'.

#### **Subject area code:**

Please refer to the ISCED 2013 subject field closest to the subject of the degree you are studying towards. See: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

The Erasmus Coordinator from your home university will have used the ISCED subject fields when nominating you in the UCPH online nomination system and can inform you of the correct subject area code.

**Online course catalogue:**

You will find information on the courses offered at UCPH by following this link -

<http://studies.ku.dk/exchange/course-information/>

**Contact information:**

Find a list of departmental and faculty contact e-mails on our web site

<http://studies.ku.dk/exchange/>

## COURSES

### Courses offered in English

Information on courses offered in English is available 2-3 months prior to semester start.

Website: <http://studies.ku.dk/exchange/course-information/online-course-catalogue/>

We advise students to make a preliminary plan based on courses offered in previous semesters and adjust the plan later, if necessary.

Students and student advisors are most welcome to contact the academic advisors at the relevant departments at the University of Copenhagen for advice on course selection - please find information here: <http://studies.ku.dk/exchange/course-information/registration/>

Within certain fields, few or no courses are offered in English at undergraduate level. Some departments are willing to accept exchange students in their last year of an undergraduate programme at their home university for courses offered at graduate level at the University of Copenhagen. Please note that in certain courses there are a limited number of places for exchange students.

Within other fields some courses in English at undergraduate level are offered, but please note that the range of courses and levels may differ from one semester to the next.

### Danish language courses

The University of Copenhagen offers a pre-semester (in August or January) Danish language course free of charge for exchange students. In addition, Danish language courses are offered during the semesters.

Web site: [http://inss.ku.dk/english/education/danish\\_courses/courses/](http://inss.ku.dk/english/education/danish_courses/courses/)

### Course load, credit system and UCPH transcript

The European Credit Transfer System defines a full study load for one year as 60 ECTS credits. Students are expected to take on 30 ECTS credits per semester. According to the agreements between the University of Copenhagen and our partner universities abroad the number of ECTS credits per semester must not exceed 30 ECTS credits.

Non-EU/EEA students should be aware that their residence permit is dependent upon a full time study load of 30 ECTS per semester.

<http://studies.ku.dk/exchange/course-information/exams-and-credits>

All passed grades will be included in the student's transcript of academic records which will be sent in hard copy to his/her home university approximately 8 weeks after the semester has ended.

All courses offered in English, also cross-discipline courses, Danish Culture courses and Danish language courses offered during the semester, are assigned ECTS credits and counted equally towards the 30 ECTS credits per semester.

As some courses are assigned an uneven number of ECTS credits, e.g. 7.5, we accept a course combination of 27.5 or 32.5 ECTS credits, but not more.

The only course students can take in excess of the required number of ECTS credits is the pre-semester Danish language course.

**Pass/Fail.** Your work is assessed according to the 7-point scale (see below) or by Pass/Fail. 2 is the required grade to pass. **Pass grades cannot be changed to a numeric grade or vice versa.** Therefore, it is important that the student checks with the home university if he or she can receive credit for courses for which only "Pass" will be assigned.

### Grading Scale

12: For an excellent performance  
10: For a very good performance  
7: For a good performance  
4: For a fair performance  
02: For an adequate performance  
00: For an inadequate performance  
-3: For an unacceptable performance

## DATES

### Academic Calendar

The most recent up-date of the Academic Calendar is available on our website  
<http://studies.ku.dk/welcome/studying-at-ucph/study-structure/>

Please note that dates, breaks etc. may differ from one department to another and from year to year. Therefore, students must always contact the relevant department directly;  
<http://introduction.ku.dk/organisation/departments/> for precise information.

## RESIDENCE PERMIT

### Residence Permit for studies in Denmark for Nordic students

Citizens from the Nordic countries can take up residence in Denmark without any restrictions. If you study in Denmark for **not more than 6 months you can register** for a Danish CPR number. If you study in Denmark **for more than 6 months you must register** for a Danish CPR number. Registration for a Danish CPR number belongs to the jurisdiction of the Citizens Service/Borgerservice and takes place at the International House in Copenhagen on specific dates. Students will receive information on the dates and procedures prior to semester start from the University of Copenhagen.

For more information about moving within the Nordic countries, please see the web site  
<http://www.norden.org/da>

### Work Permit.

Students from the Scandinavian countries will not need a work permit for regular student jobs.

### Residence Permit for studies in Denmark for EU/EEA and Swiss students

If you are an EU/EEA or a Swiss citizen, you will need a residence permit (registration certificate), if you are staying in Denmark for more than three months. In the beginning of each semester the Danish State Administration (Statsforvaltningen) is available at the International House in Copenhagen for the registration procedure on specific days. On the same days students can apply for a CPR number and a health card from the Citizens Service/Borgerservice. Students will receive information on the dates and procedures prior to semester start from the University of Copenhagen.

When you apply, bring your passport or ID-card, two colour copies of passport/ID-card, one passport photo, your letter of admission, proof of Danish address and the OD1 form which can be downloaded from <http://www.statsforvaltningen.dk/site.aspx?p=6394> .

If you cannot come on the specific dates referred to above you can obtain the residence permit directly at the Danish State Administration. Note that it may take up to four to six weeks for the Danish State Administration to process your application and issue your residence permit. You need to obtain your residence permit before you can register with the Danish Citizens Service/Borgerservice and be covered by Danish Health Security, <http://studies.ku.dk/welcome/residence-permit/eu-eea/>.

### **Work Permit.**

Students from EU member states will not need a work permit for regular student jobs.

## **Residence Permit for studies in Denmark for non-EU/EEA students**

Non-EU/EEA students need a residence permit to study in Denmark.

Along with the letter of admission from University of Copenhagen, the student will receive information on how to apply online for a residence permit (the ST1 procedure). Students cannot apply for a residence permit until after they have received the letter of admission and the ST1.

Detailed information on how to enter Denmark: <http://studies.ku.dk/welcome/residence-permit/non-eu-eea/>

### **The application**

The application process for a residence permit usually takes a considerable length of time (2-3 months). **Students should start the application process immediately upon receipt of the letter of admission and the ST1 information.**

Students can usually find the information they need on the websites of Danish embassies and general consulates.

Find the relevant embassy or general consulate: <http://um.dk/en/about-us/organisation/find-us-abroad/> - "Find us abroad"

The Danish Immigration Service, Copenhagen: <http://www.nyidanmark.dk/en-US/>

### **Application fee**

Prior to submitting an application for the residence permit, students must create a case order ID online and pay a fee online according to the guidelines from The Danish Immigration Service, [http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/fee/fee.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/fee/fee.htm)

Please make sure that any possible bank fees in connection with the transfer are added to the amount and not deducted from it. **If full payment is not received, the residence permit application will not be processed.** It is therefore essential for the processing of the application that students ensure that the full amount reaches The Danish Immigration Service. For information on the current fee please see here: [http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/fee/about\\_fees/overview-of-case-categories-and-fees.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/overview-of-case-categories-and-fees.htm)

The fee will be raised once a year, usually in January. Therefore we recommend that students from visa free countries pay the fee the same calendar year as they are applying online for the ST1 procedure. Otherwise, they risk rejection by the Danish Agency for Labour Retention and International Recruitment.

The embassy or consulate processing the application may require payment of additional fees.

The embassy/general consulate is not responsible for checking the application and the enclosures. Nor is the embassy/general consulate responsible for checking that students have created the Case Order ID and paid the fee. This will not be checked until the ST1 application is received by the Danish Immigration Service in Copenhagen.

Non-EU/EEA students who have applied late and are still under assessment for some departments (while accepted for others) and are urgently in need of a resident permit must contact us and ask us to issue an acceptance package on the basis of assessment reply/replies received so far.



### **Financial documentation**

The Danish Immigration Authorities requires documentation of your ability to support yourself financially during the length of your stay. You must be prepared to provide documentation, for example from your bank, verifying that you have the equivalent of DKK 5,903 per month during your intended stay.

### **Biometric Features**

All non-EU citizens over the age of 18 applying for residence permits under the terms of the Aliens Act must have their biometric features recorded.

Individuals who submit an online application must have their biometric features recorded at a Danish embassy or consulate **no later than 14 days** from the day the ST1 application was submitted. Apart from valid ID and two facial photos the individual must bring a print of the receipt showing that your application has been submitted digitally.

If an individual is residing in a country in which Denmark has a representation agreement with a Norwegian or Swedish diplomatic mission the individual must appear in person at the diplomatic mission to submit two facial photos and show valid ID **no later than 14 days** from the day the ST1 online application was submitted. The individual must bring a print of the receipt showing that your application has been submitted digitally. If the individual is later granted a residence permit, the individual must have his or her biometric features recorded within a certain period of time after entering Denmark.

Individuals who submit their application at the Immigration Service/Agency for Labour Retention and International Recruitment in Denmark will have their biometric features recorded at that time. This only applies to applicants who can enter Denmark legally without a visa or residence permit, i.e. citizens from visa free countries.

Further information on residence cards with biometric features:

[http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/Residence\\_cards\\_biometric/](http://www.nyidanmark.dk/en-us/coming_to_dk/Residence_cards_biometric/)

In addition, please be referred to our web site:

<http://studies.ku.dk/welcome/residence-permit/>

### **Work Permit:**

Non-EU/EEA and non-Nordic students are allowed to work in Denmark, 15 hours a week from September to May and 37 hours a week from June to August. Permit for this extent of work is automatically granted with the residence permit.

## **HOUSING**

### **The UCPH Housing Foundation at the University of Copenhagen**

Students who complete their online application for the University of Copenhagen (UCPH) and tick-off housing in the online application will receive an invitation to apply online for housing from the UCPH Housing Foundation, [www.housingfoundation.ku.dk](http://www.housingfoundation.ku.dk).

The UCPH Housing Foundation is an independent entity which assists international students coming to University of Copenhagen in finding accommodation while in Copenhagen.

All inquiries concerning housing should be directed to the Housing Foundation, [contact@housingfoundation.ku.dk](mailto:contact@housingfoundation.ku.dk)