Denmark, Aarhus – Spring 2013
IAP PROGRAM HANDBOOK

The Aarhus, Denmark program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with the University of Aarhus. This IAP Program Handbook supplements handbooks or materials you receive from the University of Aarhus as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to IAP at UW-Madison.

This program handbook contains the following information:

DENMARK, AARHUS – SPRING 2013 IAP PROGRAM HANDBOOK........................................................................................................ 1
CONTACT INFORMATION........................................................................................................................................................................ 1
  ON-SITE PROGRAM INFORMATION ............................................................................................................................... 1
  UW-MADISON INFORMATION ........................................................................................................................................ 2
  EMERGENCY CONTACT INFORMATION .................................................................................................................. 2
  U.S. EMBASSY REGISTRATION ........................................................................................................................................ 2
PREPARATION BEFORE LEAVING .................................................................................................................................................. 3
  IMMIGRATION DOCUMENTS ........................................................................................................................................ 3
  HANDLING MONEY ABROAD ........................................................................................................................................ 3
  PACKING .................................................................................................................................................................................. 3
  ELECTRONICS ......................................................................................................................................................................... 4
TRAVEL AND ARRIVAL ................................................................................................................................................................. 4
THE ACADEMIC PROGRAM .......................................................................................................................................................... 4
  THE UNIVERSITY OF AARHUS ........................................................................................................................................ 4
  THE EXCHANGE PROGRAM ........................................................................................................................................ 4
  COURSE INFORMATION .................................................................................................................................................. 5
  CREDITS .................................................................................................................................................................................. 6
  PASS/FAIL/DROP/AUDIT .................................................................................................................................................. 7
  GRADES AND GRADE CONVERSIONS .............................................................................................................................. 7
LIVING ABROAD ........................................................................................................................................................................... 8
  HOUSING ................................................................................................................................................................................. 8
  STUDENT LIFE ..................................................................................................................................................................... 8
  COMMUNICATION ............................................................................................................................................................... 9

Contact Information

ON-SITE PROGRAM INFORMATION

Your primary contact at the University of Aarhus will be:
Helle Seiersen  
University of Århus  
International Centre  
Høegh-Guldbergs Gade 4  
8000 Århus  
Denmark  
Tel: +45 89 42 23 21  
Fax: +45 89 42 23 29  
Email: hcs@adm.au.dk  

UW-MADISON INFORMATION  
International Academic Programs (IAP)  
University of Wisconsin-Madison  
106 Red Gym, 716 Langdon St.  
Madison, WI 53706  
Tel: 608-265-6329, Fax: 608-262-6998  
Web: www.studyabroad.wisc.edu

Kate Hamoonga  
IAP Study Abroad Advisor  
(608) 265 6296  
hamoonga@studyabroad.wisc.edu

EMERGENCY CONTACT INFORMATION  
In case of an emergency, call the main IAP number (608) 265 6329 between 7:45 a.m. and 4:30 p.m. Monday to Friday; after-hours or on weekends call the IAP staff on call at (608) 516 9440.

U.S. EMBASSY REGISTRATION  
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

United States Embassy  
Dag Hammarskjölds Allé 24  
2100 Copenhagen 0  
Denmark  
+45 33 41 71 00  
+45 35 43 02 23 fax  
http://denmark.usembassy.gov/
Preparation before Leaving

IMMIGRATION DOCUMENTS

Passport: A passport is needed to travel to Denmark and to obtain your residence permit. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website http://travel.state.gov/passport/. If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Student Permit: See the travel/visa tab of your MyStudyAbroad account for a tip sheet.

HANDLING MONEY ABROAD

The Danish currency is the krone, with 1 krone equaling 100 øre. You should bring some money with you in cash for incidental purchases as well as for bus and train fares. It is possible to convert almost any currency into Danish Kroner at the Copenhagen Airport when you arrive.

Cash machines are available throughout Denmark. Bring a U.S. ATM card with an international 4 digit pin number to access your account overseas. Check with your bank prior to departure to make sure you will be able to access your funds from abroad with an ATM card.

It may be a better option for you to open a bank account with a Danish bank and get a Dankort (DanCard). Dankort is a debit card that is accepted everywhere except perhaps in very small shops that only take cash. To open an account and get a debit card, you must remember to bring your CPR number. It is also a good idea to bring copies of your passport, your Letter of Admission and your housing contract, as you may be asked for these documents.

While well-known international credit cards are widely accepted in Denmark, they may be inconvenient to use for everyday shopping. Visa and Master Card are the most commonly accepted credit cards. With a Visa card, it is possible to draw Danish currency from red cash dispensers ("kontanten") which operate 24 hours a day.

Travel Grant: The Travel Grant is administered by Aarhus University and is a reimbursement up to 1,000 € for travel expenses. To be eligible for this travel grant you must have signed up for at least 30 ECTS credits per semester (not including the Denmark Today course). This means that your AU coordinator has to sign your application form before you hand it in to the International Centre. Please note that according to Danish law you are required to travel the cheapest way possible to be eligible for a reimbursement of travel expenses. Please keep all your travel receipts and check with the International Centre upon arrival about paperwork needed to apply for this grant.

PACKING

Packing light is a good idea as most items you will need will be available for purchase in Denmark. Some packing suggestions:

- warm coat
- waterproof shoes
- long pants, jeans
- raincoat and umbrella
- long sleeve shirts
- sweaters
Clothing: Students at the university are generally casually dressed; however it is a good idea to bring one or two dressy outfits for formal occasions. Clothing and shoes are generally expensive to buy in Denmark. Bringing enough clothes to layer is also a good idea.

ELECTRONICS

Denmark runs on 220V (volts), 50Hz (cycles) AC and uses the “europlug” with two round pins. If you plan on bringing any appliances from the United States, keep in mind that they will require adapters(converters) which you should purchase before departure. It may be more convenient and less expensive to purchase appliances in Denmark rather than purchasing the necessary converter/adapters in the United States.

Travel and Arrival

Aarhus University will share travel and arrival information.

The Academic Program

THE UNIVERSITY OF AARHUS

The University of Aarhus was established in 1928 and since then has grown into Denmark’s second largest higher education institute. Last year, the university enrolled about 30,000 students in regular degree programs. In addition, the university welcomes over 500 exchange students each academic year. It is a lively, modern university, which collaborates with the business community, cultural centers and other universities throughout the world. The University of Aarhus is located in “the world’s smallest big city” of Aarhus.

University of Aarhus http://www.au.dk/en

University of Aarhus International Centre http://www.au.dk/en/exchange/welcome/

THE EXCHANGE PROGRAM

This is an academic exchange program, so there will be no Resident Director. Your primary contact will be the International Centre at the University of Aarhus which assists international students with academic concerns as well as arranges the following activities for exchange students:
- A mentor-exchange student program. A Danish student typically studying in the same institute or faculty as you serves as a mentor. When you arrive in Aarhus, the mentor will pick you up and take you to your residence and the International Centre, assist you with practical matters during your first days in Aarhus, and show you around the university.
- The International Centre hosts an Orientation week designed to give students an introduction to the university and to the city of Aarhus. The orientation program offers talks, tours and a welcome party to allow students to get to know each other and their surroundings. The orientation is mandatory for all UW-Madison participants.
- In addition, the International Centre provides exchange students with a range of support and counseling services, and ensures that you have access to services and information that will help make your stay a rich and academically rewarding experience.

**Mentor Program:** The University of Aarhus offers a mentoring program that pairs international students with Danish students. A mentor is not an academic tutor but a Danish student who, on a voluntary basis, agrees to help international students through their first few days in Denmark. Your mentor will typically study the same subject as you or attend the same Faculty. In general, the mentor will help students with practical matters such as registration with the Danish authorities, advising you on where to shop and introducing you to the university (including a tour). The extent of the relationship beyond this is determined individually.

**COURSE INFORMATION**

**Courses:** Most of the courses offered at the University of Aarhus are taught in Danish. However, each semester a number of courses are offered in English. These classes are primarily selected to be taught in English because of their relevance for foreign and Danish students in international programs. A complete guide to courses will be available when you arrive. You can also find the guide at [http://www.au.dk/en/exchange/whyau/studyingatau/](http://www.au.dk/en/exchange/whyau/studyingatau/) approximately two months before your semester begins. Teaching at the University of Aarhus is generally structured around lectures, tutorials, and practical exercises. Active participation is expected from students. There is considerable interaction between students and professors, and students often make group presentations in class.

**Destination DK pre-semester course:** One of the best ways to integrate into Danish society is to be proficient in the language. There is a two-week pre-semester Danish language course entitled “Destination DK” offered to exchange students every August. This course is NOT offered in January for spring semester students. This program is sponsored by the International Centre at the University of Aarhus. There is a fee of 500 DKK for UW-Madison exchange students. If your Danish language skills are higher, you still have the option of participating in this course at your proficiency level.

The course consists of language lessons in the morning and cultural arrangements of various sorts in the afternoon. The lectures and excursions will give you a sense of the city and the political, social and cultural life in Denmark. You will be given a test on the first day of the course to assess your level of Danish. This test will allow you to be placed in the class that is most suited for you. Classes are composed of approximately 15 students. Students must attend 85% of the course to pass, and if you wish to receive a grade for this course, you can register for an exam upon arrival. If you are a Scandinavian Studies major, you should register for this exam as UW-Madison rules state that students are unable to take pass/fail courses within their major field of study.

**Registration:** There is no general registration for courses prior to the actual start of the semester. Students will be asked to pre-select courses on their University of Aarhus application.
Exams: It is very important to register for exams in advance. You may not be allowed to take your exams if you fail to sign up in time. In most cases, registration can be done online or at the departmental secretary’s office. You are encouraged to ask your coordinator, mentor or student counselor about it as soon as the semester starts.

Equivalents and Course Equivalent Requests (CER): Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit Course Equivalent Requests through your My Study Abroad account. Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook.

CREDITS
Conversions: The University of Aarhus uses the European Credit Transfer System (ECTS). A full study load for one year is equals 60 ECTS credits and a full study load for one semester equals 30 ECTS credits. The undergraduate and graduate courses offered at the University of Aarhus can be worth anywhere between 2 and 30 ECTS credits each depending on the workload and the exam. Information about credits for individual courses will be listed in the course catalogue.

The University of Aarhus refers to the ECTS credit system when planning academic programs with exchange students. Before planning your course schedule in Aarhus, students should inquire about the nature and the level of the courses. Graduate courses are more demanding than undergraduate courses, but can be worth the same amount of credits:

The credit conversion scale is as follows:

<table>
<thead>
<tr>
<th>ECTS Credits</th>
<th>UW-Madison Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
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<td>4</td>
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<tr>
<td>12.5</td>
<td>7</td>
</tr>
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<td>15</td>
<td>8</td>
</tr>
</tbody>
</table>

Limits and Load: UW-Madison students studying abroad in Aarhus are expected to take 30 ECTS credit each semester.

Please note that it will not be possible to earn more than 15 ECTS from Danish language courses per semester. Students may enroll in as many Danish language courses as they wish, but the number of ECTS points earned will be limited to 15 ECTS each semester, including credits for the pre-semester course.
PASS/FAIL/DROP/AUDIT

Please refer to the IAP Study Abroad Handbook for academic policies.

GRADES AND GRADE CONVERSIONS

Courses at the University of Aarhus are graded using either a number scale or on a pass/fail basis.

Credit for Danish language courses is determined by the Department of Scandinavian Studies at UW-Madison. In order to receive UW-Madison course credit, students must request to receive a number grade (preferred) or pass/fail grade with a written evaluation for courses taken at the University of Aarhus. The course outline for each course states whether number grades or a pass/fail basis is used. Students should check with the International Centre to ensure that the correct form is filled out enabling the staff to issue a transcript to UW-Madison.

The following conversion scale will be used to convert grades from the University of Aarhus to UW-Madison:

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<thead>
<tr>
<th>Aarhus</th>
<th>UW-Madison</th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>A</td>
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<tr>
<td>10</td>
<td>AB</td>
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<td>02</td>
<td>D</td>
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<td>00</td>
<td>F</td>
</tr>
<tr>
<td>-3</td>
<td>F</td>
</tr>
</tbody>
</table>

Excellent
Good
Satisfactory
Unsatisfactory
Living Abroad

HOUSING

The International Centre offers you assistance in finding a place to stay in Aarhus. Students will be placed in student residences, shared-facilities houses or private housing. All rooms offered are furnished (a minimum of a bed, a desk, a lamp, a study chair and basic kitchen utensils i.e. plate, glass, pot and pan) with access to kitchen, toilet and bathing facilities. See the specific page of your accommodation for more information.

Bed linens, duvets and pillows are never included in the rented rooms. This means you have to bring your own set or buy one in Aarhus.

**Student Residences:** Living in residence provides you with more than just a room with a bed and a desk. Your peers will provide a strong network for growing and learning - many long-lasting friendships begin here. While the facilities vary from building to building, the sense of community that characterizes residences is created by the people and not the structures in which they are housed. Please see their specific page for description, photos, details on leases, rent payment, etc:


**Shared-facilities houses:** Shared-facilities houses offer students the privacy of their own bedroom along with the attraction of communal living, with a shared kitchen where housemates can gather to dine together and generally hang out together. The shared-facilities houses are all different, so please see their specific page for description, photos, details on leases, rent payment, etc:


**Private housing:** Most private housing are rooms or apartments of Danish students who are currently abroad. Housing could also be rooms in houses and flats where you will share the facilities with the landlord/lady. You can expect to find the same basic furniture as in our student residences with sometimes a few extras like a personal tv. If you are assigned private accommodation, you will receive an email from the International Centre informing you of your landlord’s name, address and contact information. You are expected to contact your landlord to arrange the practical matters as soon as possible. Your landlord will send you a leasing contract that you have to sign and return to the landlord as soon as possible. In the contract you will also find information about the bank account number where you will have to transfer the deposit and the first month rent as soon as possible after you have returned the leasing contract. Be aware that the lease is a matter between you and your landlord and the International Centre is only arranging the contact between you. It is important that you read your contract carefully, that your and your landlord together fill in the moving-in report when moving in and the moving-out report when moving out, and that you and your landlord agree about when to hand over

Once you have applied for housing through the International Centre you are legally bound to pay the rent for the accommodation found for you. If you decide that you will not arrive in Aarhus or that you will find accommodation on your own, you must inform the International Centre at least 6 weeks before your expected arrival. If you fail to do so, you will be required to pay the rent for the duration you specified in your application.

STUDENT LIFE

The University of Aarhus is located in the centre of the city, close to cafés, shops, streets and a busy and buzzing social life. You should never be short on things to do while you discover Aarhus. At the
International Centre you can find information about Aarhus and its cultural and social life. Talking to Danish students is an excellent way to find out where to go as well.

The University of Aarhus welcomes more than 500 international students each year, and there is a range of social events taking place during the semesters. It will be easy for you to meet and socialize with other international students. The sTUDENTERHUS ÅRHUS is the meeting place for international and Danish students in Aarhus. They organize social and cultural activities for their members throughout the year. Regular events include the popular Tuesday night “International Night”, a weekly dinner club, theme parties and film nights. Popular excursions include weekend trips to Copenhagen. As a student enrolled in the University of Aarhus, you are automatically a member of the sTUDENTERHUS ÅRHUS, allowing you among other things to join the activity groups and obtain various discounts around campus.

If you want to experience Danish student-life, the "Fredags-bar" is a must. They take place at almost every institute and department at the university on Friday afternoons. Every Friday around midday, each department will set up a small bar in a canteen or a classroom where beer and soft drinks will be served until 6 p.m. Some bars also feature live music or incorporate themes. There is also another campus bar called Uni-Bar which provides a cozy atmosphere and many board games. It good to go there to relax with friends around a beer or a coffee, as it is the only place on campus where you can get latte and espresso!

There are also a range of other sports and culture organizations at the University of Aarhus. Aarhus University Sports is open to all University students and organises a wide range of activities, from badminton to fencing to chess. The Aarhus Student’s Film Society is one of the oldest clubs at the University. Each semester they show about forty films in their original language with Danish subtitles.

While you are living in Aarhus, we also encourage you to make an effort to meet the Danes. Danes are very informal and liberal in their way of life, but do have a reputation of being quite reserved, and in the beginning they may seem difficult to get into contact with. Danes often fulfill their social need in a narrow circle consisting of family, colleagues, and close friends. The home is a central concept in the life of a Dane, and the Danes put a lot of effort and money into making their homes comfortable and hyggelige (cosy)—hygge (cosiness) is a keyword in the Danish way of life focusing on enjoying the simple things in life.

However, if you show an interest in getting to know the Danes, their culture and their language you will get a positive response. Try to speak a bit of Danish to them even if you only know a few phrases. Most Danes will be happy to help you and will also be happy to speak English with you. Invite your Danish mentor along to things you like to do, participate in the Student House activities, check out the Friday-bar in your department or join a sports team. There are many ways to meet the Danes.

COMMUNICATION

Telephone: When making calls, keep in mind time zone differences www.timeanddate.com/worldclock. To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online www.timeanddate.com/worldclock/dialing.html. Some of above steps can vary if you are using a calling card.
All telephone numbers in Denmark have eight numbers. There are no area codes in the country; all eight numbers must be dialed, even when making calls within the same city. When you call from any phone in Denmark, there is a charge for each call and for each minute of each call (2kr for one minute and 25 seconds). Many Danish students have cell phones; so you may wish to consider purchasing an inexpensive cell phone with pre-paid cards to use during your stay in Denmark.

Some former students recommend having a U.S. calling card (AT&T, Sprint, etc.) to be able to obtain cheaper rates than are available through direct dialing. Pre-paid calling cards are also available at “tobacco-and-magazine” shops and may offer the least expensive rates.

**Mail:** The postal service is efficient and you will find post offices located throughout the city. There is a main post office next to the train station, and you can buy stamps in kiosks and department stores. The mail boxes in Denmark are bright red and they are emptied four times per day.

**Email:** If you have a laptop computer you can take it to Aarhus. There is a good chance that you will have internet access in your residence hall. Please check on the accommodation website for more details. If you do not have a laptop, there will be computer access at your department and internet access in all libraries. There are also a lot of internet cafes where you can go online for a reasonable price.

**Skype:** Skype is a free, downloadable software application that allows users to make live video and voice calls over the internet. Skype users can also add money to their account and can then use the service to call land lines and cell phones internationally at very low rates. Additionally, Skype also provides an instant messaging function as well as file sharing.

To create a Skype account, users must download the application from [www.skype.com](http://www.skype.com) and create a user name and password. Once the application is installed onto their computer, they can search for friends either by first and last name or using their friends' Skype usernames. Once a friend is added to a users contact list, they will be able to see whether that person is available to chat. If two users both have web-enabled video cameras for their computers, they will be able to chat face to face. For users without a web cam, a microphone is all that’s required for calls to another computer.

**WEBSITES OF INTEREST**

International Academic Programs (IAP) at UW-Madison: [www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)


General Orientation Information: [www.worldwide.edu/travel_planner/index.html](http://www.worldwide.edu/travel_planner/index.html) (includes topics such as culture shock, international travel, etc.)

U.S. State Department: [http://www.state.gov/travel/](http://www.state.gov/travel/)

U.S. State Department Students Abroad site: [http://www.studentsabroad.state.gov/](http://www.studentsabroad.state.gov/)

Center for Disease Control: [http://www.cdc.gov/](http://www.cdc.gov/)

The Copenhagen Post (in English): [http://www.cphpost.dk/](http://www.cphpost.dk/)
www.cdc.gov/travel/

Denmark Tourism: http://www.visitdenmark.com/siteforside.htm

Current Exchange Rates: www.x-rates.com

International Learning Community “Norden” at UW-Madison: http://www.housing.wisc.edu/ILC/

Katrina Peterson’s blog: http://katrinesdanskeventyr.blogspot.com/