Denmark, Aarhus – Fall/Academic Year 2013-14
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 – FALL/ACADEMIC YEAR 2013-14 IAP PROGRAM HANDBOOK .................................................. 1
CONTACT INFORMATION ................................................................................................................................. 2
  On-site Program Information ......................................................................................................................... 2
  UW-Madison Information .............................................................................................................................. 2
  Emergency Contact Information .................................................................................................................. 2
  U.S. Embassy Registration .......................................................................................................................... 2
PREPARATION BEFORE LEAVING ................................................................................................................ 3
  Immigration Documents ............................................................................................................................... 3
  Handling Money Abroad ............................................................................................................................... 3
  Electronics ..................................................................................................................................................... 3
TRAVEL AND ARRIVAL ................................................................................................................................... 4
THE ACADEMIC PROGRAM ............................................................................................................................ 4
  The University of Aarhus .............................................................................................................................. 4
  The Exchange Program ................................................................................................................................. 4
  Course Information ..................................................................................................................................... 5
  Credits ......................................................................................................................................................... 5
  Pass/Fail/Drop/Audit ..................................................................................................................................... 6
  Grades and Grade Conversions .................................................................................................................... 6
  Websites of Interest ....................................................................................................................................... 7

1
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 Ø.
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.

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/ adaptors 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.


THE EXCHANGE PROGRAM

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

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>
</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:

<table>
<thead>
<tr>
<th>Aarhus</th>
<th>UW-Madison</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>A</td>
</tr>
<tr>
<td>10</td>
<td>AB</td>
</tr>
<tr>
<td>7</td>
<td>B</td>
</tr>
<tr>
<td>4</td>
<td>C</td>
</tr>
<tr>
<td>02</td>
<td>D</td>
</tr>
<tr>
<td>00</td>
<td>F</td>
</tr>
<tr>
<td>-3</td>
<td>F</td>
</tr>
<tr>
<td>Excellent</td>
<td>A</td>
</tr>
</tbody>
</table>
---

<table>
<thead>
<tr>
<th>Good</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>C</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>D</td>
</tr>
</tbody>
</table>

**WEBSITES OF INTEREST**

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

Denmark Tourism:
[http://www.visitdenmark.com/siteforside.htm](http://www.visitdenmark.com/siteforside.htm)

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

Katrina Peterson’s blog: [http://katrinesdanskeventyr.blogspot.com/](http://katrinesdanskeventyr.blogspot.com/)

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