Denmark, Copenhagen – Fall/Academic Year 2013-14
IAP PROGRAM HANDBOOK

The Copenhagen, Denmark program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with the University of Copenhagen. This IAP Program Handbook supplements handbooks or materials you receive from the University of Copenhagen 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, COPENHAGEN – FALL/ACADEMIC YEAR 2013-14 IAP PROGRAM HANDBOOK................................. 1
CONTACT INFORMATION ................................................................................................................................. 2
  On-site Program Information ....................................................................................................................... 2
  UW-Madison Information .............................................................................................................................. 2
  Emergency Contact Information ................................................................................................................. 3
  U.S. Embassy Registration ......................................................................................................................... 3
PREPARATION BEFORE LEAVING ............................................................................................................ 3
  Immigration Documents .............................................................................................................................. 3
  Handling Money Abroad ............................................................................................................................. 3
  Electronics .................................................................................................................................................... 4
TRAVEL AND ARRIVAL ................................................................................................................................. 4
THE ACADEMIC PROGRAM ....................................................................................................................... 4
  The University of Copenhagen ...................................................................................................................... 4
  The Exchange Program ................................................................................................................................. 4
  Course Information ........................................................................................................................................ 5
  Credits .......................................................................................................................................................... 6
  Pass/Fail/Drop/Audit ...................................................................................................................................... 7
  Grades and Grade Conversions ................................................................................................................... 7
WEBSITES OF INTEREST ............................................................................................................................ 8
Contact Information

ON-SITE PROGRAM INFORMATION
Your primary contact at the University of Copenhagen will be:

Lisbet Bogh Sønderby
Admissions Officer
Københavns Universitet /University of Copenhagen
International Office
Fiolstræde 1
(PO Box 1143)
1171 København K
Denmark
+45 35 32 29 18
+45 35 32 39 00 fax
lbf@adm.ku.dk
www.ku.dk/international/

Bente Pedersen
Incoming Advisor and Admissions Officer
Københavns Universitet/University of Copenhagen
International Office
Fiolstræde 1
(P.O. Box 1143)
1171 København K
Denmark
+45 35 32 29 18
+45 35 32 39 07 direct
+45 35 32 39 00 fax
INT-admission@adm.ku.dk
www.ku.dk/international/

Faculty of Life Sciences Contact
Winni Lorenzen
International Student Coordinator
University of Copenhagen
International Secretariat
17 Bulowsvej
DK-1870 Frederiksberg C, Denmark
Tel: +45-3528-3769
Fax: +45-3528-2664
Email: wlo@kvl.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 or at the Central Station when you arrive.

Cash machines are available throughout Copenhagen and Europe. 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. 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 are found all over Copenhagen and operate 24 hours a day.

**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**

The International Office at the University of Copenhagen will provide you with guidelines regarding travel and arrival.

**The Academic Program**

**THE UNIVERSITY OF COPENHAGEN**

The University of Copenhagen was founded in 1479 and is Denmark's first university. With almost 33,000 students and more than 6,000 employees, the University of Copenhagen is the largest institution of research and education in Denmark. The purpose of the university – to quote the University Statute—is to “conduct research and provide further education to the highest academic level.”

The university buildings are spread out across the capital with three campus areas; however, all within a short distance from the heart of Copenhagen. As an exchange student, you will be admitted to the University of Copenhagen as a guest student (not a degree-seeker).

University of Copenhagen [http://www.ku.dk/english/](http://www.ku.dk/english/)

University of Copenhagen International Office [www.ku.dk/international/](http://www.ku.dk/international/)

**THE EXCHANGE PROGRAM**

Your primary contact will be the International Office at the University of Copenhagen which assists international students with academic concerns as well as arranges the following activities for exchange students:

- In connection with the three-week intensive Danish Language Course, the International Office hosts an Orientation Week with social events such as guided tours of Copenhagen, a dinner and a picnic or trip to a museum.
- An orientation meeting where International Office staff explain practical and academic matters, as well as information about social events taking place during orientation week and the semester. Students will also be provided with information and/or academic guidance on course selection. The orientation meeting is mandatory for all UW-Madison participants.
In addition, the International Office 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 Copenhagen 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. You must indicate in your University of Copenhagen application that you would like to be assigned a mentor.

**COURSE INFORMATION**

**Courses**: Many courses offered at the University of Copenhagen are taught in Danish. However, each semester a number of courses are offered in English. The International Office publishes a Guide to Courses in English at the end of each semester. This guide will be available when you arrive. You can also find the guide at [http://studies.ku.dk/studies/courses_offered_in_english/](http://studies.ku.dk/studies/courses_offered_in_english/) approximately two months before your semester begins. In addition, most of the courses in the English Department (Faculty of Humanities) are also taught in English.

The Faculty of Humanities also offers a course in Danish Culture for foreign students each fall semester. This course is open to all exchange and guest students, and consists of a weekly lecture on a specific area of Danish culture. Various university professors are invited to give lectures on their own area of specialization.

**Faculty of Life Sciences courses**: The Faculty of Life Sciences offers around 175 courses in English at BSc and MSc level. A variety of courses in agricultural and life sciences, including food science and human nutrition, horticulture, forestry, landscape architecture and management, agricultural development, parasitology, biotechnology, agricultural economics, and veterinary medicine are available. Roughly half of all courses and 5 degree programs are offered in English.

Classes are arranged in a block structure. Each block is nine weeks long and is concluded with exams. If you want to spend one semester abroad, you will be there for two blocks. The Faculty of Life Sciences has a “modular” class schedule. Each day is broken into 80-minute blocks, running from 8:00 am to 5:00 pm. Courses are scheduled during two blocks per week. Each course is typically four 35-minute lectures per week; thus, two lectures are held during each 80-minute block period, with a 10-minute break in between. You may also be required to do practice exercises with your professors in the afternoon.

**Danish Language Courses**: One of the best ways to integrate into Danish society is to be proficient in the language. There is a three-week pre-semester Danish language course for exchange students offered every August and January. This program, which is coordinated by the Department of Nordic Philology, is sponsored by the International Office at the University of Copenhagen. This course is free of charge for UW-Madison exchange students, who will earn academic credit for the course. If your Danish language skills are higher, you still have the option of participating in this course.
After an initial interview, participating students are divided into groups at a variety of levels ranging from beginners to very advanced. Students work in small groups with the four disciplines of listening, speaking, reading and writing. Emphasis varies according to level. The three-week pre-semester course makes a total of 66 contact teaching hours, representing 8 ECTS credits or 4 UW credits. The course is very intensive, so students are requested to attend the course from the beginning and will not be admitted into classes after the first Wednesday that the course is held.

Arrangements for additional Danish study throughout the academic year can be made as well. During the semester, the Institute for Nordic Philology offers a course in written Danish for advanced students. They also advise and help foreign students to choose appropriate classes in Danish language at the "Studieskolen," an institution affiliated to the University and specializing in foreign and second language teaching.

**Registration:** There is no general registration for courses prior to the actual start of the semester. However, at some faculties you must register for courses before the beginning of the semester. This applies to courses at the Law Faculty and some courses at the Faculty of Humanities.

**Equivalents and Course Equivalent Request Form (CERF):** 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 a 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 Copenhagen 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 Copenhagen can be worth anywhere between 2 and 30 ECTS credits each depending on the workload and the exam. Courses at the Faculty of Humanities and the Faculty of Theology are typically worth 15 ECTS each, whereas courses at the Faculty of Law and the Faculty of Social Science typically are worth 10 ECTS credits each. Information about credits for individual courses will be listed in the University of Copenhagen course catalogue.

The University of Copenhagen International Office refers to the ECTS credit system when planning academic programs with exchange students. Before planning your course schedule in Copenhagen, 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>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>5 or 5.5</td>
<td>3</td>
</tr>
<tr>
<td>6 or 6.5</td>
<td>3</td>
</tr>
<tr>
<td>7 or 7.5</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>12.5</td>
<td>7</td>
</tr>
<tr>
<td>15</td>
<td>8</td>
</tr>
</tbody>
</table>

**Limits and Load:** Students must take between 12-18 UW-Madison equivalent credits each semester in Copenhagen. Remember that the three-week pre-semester language course (worth 4 UW credits) counts in the total number of semester credits. If, after converting the credits you are enrolled in, you are taking more than 18 UW-Madison credits, you will need to contact your Study Abroad Advisor to request permission. Without this permission, it is not guaranteed that you will be able to receive more than 18 credits for a semester of study.

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 pre-semester courses. This does not affect the course in Written Danish for Advanced Students and the course in Danish Phonetics and Pronunciation offered by the Department of Nordic Studies and Linguistics.

**PASS/FAIL/DROP/AUDIT**

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

**GRADES AND GRADE CONVERSIONS**

Courses at the University of Copenhagen are graded using either a number scale or on a pass/fail basis. For courses graded as pass/fail, the University of Copenhagen will often provide an evaluation of a student’s performance using one of the following four distinctions: Excellent, Good, Satisfactory, or Unsatisfactory. There are some courses, however, that are graded on a pass/fail basis with no evaluative grade. If this is the case, you will also receive a pass/fail grade at UW-Madison. See the General Study Abroad Handbook for rules governing pass/fail at UW-Madison. It is recommended that you inquire with your professor at the beginning of the semester as to whether your course will receive a numeric or evaluative grade. If not, you should request one.

For pre-semester Danish Language Courses, students may only receive pass/fail on their official Copenhagen Transcript of Records, along with an evaluation of their performance on the student’s Certificate of Participation. If this is the case, IAP will need a copy of your Certificate of Participation in order to give you a letter grade for this course.
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 Copenhagen. The course outline for each course states whether number grades or a pass/fail basis is used. Students need to fill in the "End of the Year Status Report" for the University of Copenhagen International Office enabling the staff to issue a transcript to UW-Madison. The staff needs to know the title of the course, name of the instructor, and number of credits.

In cooperation with the Department of Scandinavian Studies, IAP has established the following scale for transferring grades from the University of Copenhagen to UW-Madison:

<table>
<thead>
<tr>
<th>Copenhagen</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>Absent</td>
<td></td>
</tr>
<tr>
<td>Excellent</td>
<td>A</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>D</td>
</tr>
</tbody>
</table>

**WEBSITES OF INTEREST**

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

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

Denmark Tourism:  