



### Erasmus Information Sheet

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| <b>Full Name of Institution</b>   | <b>UCL University College</b><br>(the result of a merger between former Business Academy Lillebaelt and University College Lillebaelt)<br><br><b>UCL Erhvervsakademi og Professionshøjskole</b> (in Danish)  |
| <b>Country</b>  | Denmark  |
| <b>Erasmus Code</b>   | DK ODENSE23  |
| <b>PIC</b>  | 949094949  |
| <b>OID</b>  | E10071328  |
| <b>Webpage for Institution</b>  | <a href="https://www.ucl.dk/international">https://www.ucl.dk/international</a>  |
| <b>Institutional Erasmus Coordinator and contact regarding bilateral agreements</b> | Ms. Christina Højsgaard Madsen, <a href="mailto:chhm@ucl.dk">chhm@ucl.dk</a><br>Niels Bohrs Allé 1<br>DK-5230 Odense M<br>Tel: +45 2498 2718   |
| <b>Incoming students</b>  | Ms. Elena Federle, <a href="mailto:elfe@ucl.dk">elfe@ucl.dk</a>  |
| <b>Outgoing students</b>  | Ms. Cecilie Johannsen, <a href="mailto:cejo@ucl.dk">cejo@ucl.dk</a>  |
| <b>Departmental International Coordinators</b>                                      | <a href="https://www.ucl.dk/international/contact#international+coordinators">https://www.ucl.dk/international/contact#international+coordinators</a>  |
| <b>Application Information</b>  | All exchange students apply through their home universities, and must be nominated to UCL University College. Please be aware of the nomination deadline 15 April and 15 October to <a href="mailto:international@ucl.dk">international@ucl.dk</a><br><br>Students should initiate the process by contacting the International Office at their home universities. Afterwards students can learn more about our |

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|  | <p>application process on our webpage:</p> <p><a href="https://www.ucl.dk/international/application-and-admission/exchange-students-partner-institutions">https://www.ucl.dk/international/application-and-admission/exchange-students-partner-institutions</a></p> <p>Free Movers may apply directly.</p> <p>Only <b>ONLINE</b> applications are accepted.</p> <p>We accept students for semester programmes, short courses and traineeships, please take a closer look at the Course Catalogue to see what is offered:</p> <p><a href="https://www.ucl.dk/international/course-catalogue/exchange-programmes">https://www.ucl.dk/international/course-catalogue/exchange-programmes</a></p>   |
| <b>Nomination and admission of exchange students</b> | <p>UCL University College is happy to receive nominations for studies no later than 15 April and 15 October.</p> <p>The nomination e-mail must include the following information for each student:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Email address</li> <li>• Start period: for example spring 2020</li> </ul> <p>After the nomination, we will contact the nominated student directly and provide more information about the application procedure.</p>  |
| <b>Application Deadlines</b>                         | All students: <b>May 1 and November 1</b>   |
| <b>Academic Calendar</b>                             | <p>The academic year consists of two terms within a two semester academic year. A semester represents half a year's study time (normally 30 ECTS credits)</p> <p><b>Autumn semester:</b> 1 September – 31 January<br/> <b>Spring semester:</b> 1 February – 30 June</p> <ul style="list-style-type: none"> <li>• Please notice that some departments begin their semester programme or short courses in the middle of August or January.</li> <li>• Please notice that traineeships might take place in August or in January.</li> </ul> <p><b>Semester breaks</b><br/> 1 July through 31 August - summer holidays</p> <p><b>Public Holidays</b><br/> 1 January<br/> Thursday before Easter Sunday<br/> Friday before Easter Sunday<br/> Monday after Easter Sunday<br/> Fourth Friday after Easter</p> |

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|                                | <p>Ascension Day<br/>Monday after Whitsun<br/>5 June - Constitution day</p> <p>25 and 26 December</p>   |
| <b>Language of Instruction</b> | The semester programmes, the short courses and the traineeships are offered in English or with supervision in English.  |
| <b>Language Proficiency</b>    | <p><b>Traineeship/Placement:</b></p> <p>We do not require a TOEFL test (or similar) but rely on our partner institutions to evaluate the student's English proficiency and <b>only</b> to nominate students with excellent knowledge of English.</p> <p>We strongly recommend incoming exchange students to have level B2 (or similar) in English.</p> <p>This is to make sure that students do not have problems during their exchange period, as they cannot expect any special assistance due to language difficulties.</p> <p><b>Studies or Combination of Studies and Traineeship/Placement:</b></p> <p>All applicants must show proof of English language proficiency. This can be done by submitting one of the accepted language certificates through the application form.</p> <p>The accepted certificates and minimum requirements are:</p> <ul style="list-style-type: none"> <li>• IELTS: Minimum score: 6.5</li> <li>• TOEFL internet-based test: Minimum score: 83</li> <li>• Cambridge ESOL examinations: Advanced/CAE or Proficiency/CPE - Grade: C, B or A</li> <li>• Cambridge ESOL examinations First Certificate: Grade: A</li> <li>• Oxford Online Placement test: Minimum score: 75 overall + 75 in each subtest</li> </ul> <p>The submitted certificates must not be older than 3 years to be considered valid.</p> <p>If applicants do not upload a valid certificate, they will automatically be invited to complete an online test issued by UCL. Applicants may also be invited for an online interview upon our request.</p> <p>Attention: Specific offers in our course catalogue may have a higher minimum requirement. This will be published in the offer description.</p> |

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| <p><b>Grading System</b></p> | <p>Exchange students doing theoretic modules are evaluated according to the actual ECTS-scale. The grading system used in all higher education institutions in Denmark is the 7-point grading scale. The grading scale is compatible with the ECTS-grading scale. Please look at the <a href="#">Grading Scale</a>.</p> <p>Exchange students in traineeships are evaluated by the educational supervisor in a written report. If the student brings their own evaluation scheme, the supervisor will make an effort to evaluate on this basis.</p>   |
| <p><b>Accommodation</b></p>  | <p>UCL will provide support in finding an accommodation offer to incoming exchange students in student residence halls or in private accommodation. Students may apply for accommodation in the on-line MoveOn application form for their stay at UCL University College.</p> <p>Student housing in Denmark is offered on the same terms as other rental housing and is highly regulated by law.</p> <p>This typically means:</p> <ul style="list-style-type: none"> <li>• Students pay a deposit equivalent to up to 3 months of rent, which will be refunded 4-6 weeks after the lease ends less any outstanding bills or renovation costs</li> <li>• that each unit must be in 'newly renovated' condition when you move out</li> <li>• move-in dates are the 1st and 15th of the month</li> <li>• move-out dates are the 14th and the last day of the month</li> <li>• Students will need to give 3 months notice to terminate the lease, unless otherwise agreed</li> <li>• Students will be required to pay rent for the 14 days following the move out date to allow for renovation of the housing unit as necessary</li> </ul> <p>UCL University College will help you to make sense of lease agreements, termination notices and other paperwork in connection with housing. Please look at the webpage for further instruction about housing:<br/> <a href="https://www.ucl.dk/international/practical-information/exchange-students">https://www.ucl.dk/international/practical-information/exchange-students</a></p> <p>Prices for furnished student accommodation may vary, but are typically DKK 2750-2800 per month (EURO 330 - 375) with deposits ranging from DKK 3000-5500 (EURO 400 – 750). A large part of the deposits will be returned to students, less any damages.</p> <p>If you have any questions, please contact the International Office by e-mail:<br/> <a href="mailto:international@ucl.dk">international@ucl.dk</a></p> |

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| <p><b>Cost of Living</b></p>   | <p>The cost of living is fairly high in Denmark; of course living expenses will vary according to personal requirements and standards.</p> <p>In Denmark we use DKK. 7.5 DKK = 1 Euro.</p> <p><b>Food</b><br/>Basic food expenses for one person are DKK 1500 - 2000 per month</p> <p><b>Going out</b><br/>Going out can be rather expensive. A meal costs approx. DKK 150, a soda/beer about DKK 30.</p> <p><b>Learn more about Denmark</b><br/><a href="#">Here</a> you can learn more about living in Denmark.</p>                           |
| <p><b>Health Insurance and other Insurance</b></p>                   | <p>We strongly recommend exchange students to <a href="#">look at this webpage concerning insurance</a>.</p> <p>During their traineeships in Denmark, they are insured while at work.</p> <p>Please notice that the Danish Health Insurance Scheme does not cover dental expenses or costs of patient transport back to the student's home country. Neither does the insurance cover liability and loss of personal belongings.</p> <p>Therefore we strongly recommend exchange students to make arrangements for insurance of these kinds.</p> |
| <p><b>Social and cultural activities</b></p>                         | <p>All incoming exchange students will be appointed a buddy. Our buddies at UCL University College arrange various social and cultural activities for international students. Some of the activities are excursions, social nights and parties.</p> <p>Students can find more information about our social activities here:<br/><a href="http://www.esnodense.dk">www.esnodense.dk</a></p> <p>You are also welcome to contact the International Office by e-mail:<br/><a href="mailto:international@ucl.dk">international@ucl.dk</a></p>        |
| <p><b>EU-Residence Document and Residence Permit for Studies</b></p> | <p><b>EU Citizens, EEA Citizens and Nordic Citizens</b></p> <p>EU citizens, EEA citizens and Nordic citizens should apply for an EU-residence document. They can apply AFTER they arrive in Denmark, where UCL advises them how to do.</p> <p>If a student is a citizen of Switzerland, the same rules as above will apply.</p> <p><b>Non EU Citizens</b></p> <p>If students are not an EU citizen, he/she must apply for a residence permit</p>  |

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|                         | BEFORE leaving your home country. Please notice that there is a fee for this type of application, it is around 2,000 DKK. UCL sends advice on how to apply for the permit once the student is enrolled as a student at UCL   |
| <b>Useful websites:</b> | <a href="http://www.studyindenmark.dk">www.studyindenmark.dk</a><br><a href="http://www.workindenmark.dk">www.workindenmark.dk</a><br><a href="http://www.visitodense.com">www.visitodense.com</a><br><a href="https://www.visitvejle.com">https://www.visitvejle.com</a><br><a href="https://www.visitsvendborg.com">https://www.visitsvendborg.com</a><br><a href="http://www.newindenmark.dk">www.newindenmark.dk</a><br><a href="http://www.dsb.dk">www.dsb.dk</a><br><a href="http://www.esnodense.dk">www.esnodense.dk</a> |
| <b>FAQ</b>              | <p><b>Will UCL University College provide accommodation for me?</b></p> <p>UCL will provide support in finding an accommodation offer to exchange students who accept the conditions for receiving accommodation and who apply with a complete application by our application deadline. It is the student's right and responsibility to accept or decline the accommodation offer in due time and as requested by the landlord. If the offer is declined, it will be up to the student to find an alternative offer.</p>         |
| <b>FAQ</b>              | <p><b>Am I allowed to work during my stay in Denmark?</b></p> <p>- Yes, as a student you can get a work permit and may work up to 15 hours a week. If you come from a country outside the EU/EEA countries, you must apply for a work permit. You can do this when you apply for a visa/residence permit. For more information please visit <a href="http://www.newindenmark.dk">www.newindenmark.dk</a></p>   |
| <b>FAQ</b>              | <p><b>Am I covered by the Danish Health Insurance Scheme while I am studying in Denmark?</b></p> <ul style="list-style-type: none"> <li>• Nordic citizens: Are covered from the day of their arrival. If you stay more than six months, you MUST register at the National Register (Folkeregistret). You must bring along the Internordic Moving Certificate from your home municipality to</li> </ul>   |

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| FAQ | <p>register.</p> <ul style="list-style-type: none"><li>• EU/EEA citizens: must bring along the <b>European Health Insurance Card</b> which serves as proof that they are entitled to health care in their home country and therefore also in Denmark. You are covered from the day of arrival when you have the European Health Insurance Card.</li><li>• Non-EU/EEA citizens: are <b>not</b> covered by the Danish Health Insurance Scheme until after six weeks from the day you register at the National Register. You are strongly advised to take out personal insurance to cover the first eight weeks of your stay (eight weeks in order to be sure to be covered by insurance in case the issue of the Danish Health Service Card is to be delayed).</li></ul> |
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