

# Survival Guide for International Degree Students





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Aarhus BSS, Department of Business Development and Technology (BTECH) welcomes students from all over the world and the mixture of people with different nationalities creates a positive, thriving and multicultural community.

We are sure that you will find it an enjoyable and rewarding experience both educationally and socially to be an international degree student at BTECH.

The following sections are intended to help you with your preparations in becoming a student at BTECH.

### **Admission to BTECH's international bachelor study programmes**

Admission to one of BTECH's international bachelor study programmes must be made via the Coordinated Enrolment System (KOT) from the Danish Ministry of Education. When applying, you have to use the online application form at <https://www.optagelse.dk/admission/index.html> where you will also find information on how to fill in the form (The application form is available approx. 1 February).

Detailed information about BTECH's international bachelor study programmes and



the admission requirements can be found at <http://auhe.au.dk/en/education/>

Please make the application as precise as possible in describing your previous educational background including all academic achievements and with all statements documented at the time of applying.

#### **Deadline for applying to BTECH's international bachelor study programmes**

The application deadline is 15 March at 12:00 noon for EU applicants with a non-Danish secondary education as well as for applicants applying for credit recognition.

#### **English language requirements**

Admission to one of BTECH's international bachelor study programmes requires the applicant to document English language qualifications comparable to "English B level" in the Danish upper secondary school (gymnasium).

More information on how to document English language requirements can be found under "admission requirements" for the individual study programmes at <http://bachelor.au.dk/en/admission/admission-requirements/language-requirements-english-and-danish/>

#### **English language test**

To take an international English test, you should plan as much in advance as possible since these tests might only be available a few times every year.

#### **Admission to BTECH's international master study programmes**

BTECH offers two international master study programmes: MSc in Marketing and Business Innovation and MSc in Engineering (Technology Based Business Development).

When applying to MSc in Marketing and Business Innovation and MSc in Engineering (Technology Based Business Development) you must apply through the online application portal. You can find detailed information on how to apply and a link to the online application portal at <http://kandidat.au.dk/en/admission/application-procedure/application-process/>

Please make the application as precise as possible in describing your previous educational background including all academic achievements and with all statements documented at the time of application.

#### **Deadline for application to BTECH's international master study programmes**

MSc in Marketing and Business Innovation: 15 March (commencement of studies August/September).

MSc in Engineering (Technology Based Business Development): 15 March (commencement of studies August/September) and 15 September (commencement of studies January/February).

#### **English language requirements**

Admission to one of BTECH's international master study programmes requires the applicant to document English language

qualifications comparable to “English B level” in the Danish upper secondary school (gymnasium).

More information on how to document English language requirements can be found under “admission requirements” for the individual study programmes at <http://auhe.au.dk/en/education/master/>.

### Tuition Fees

- EU/EEA residents: no tuition fees
- Non-EU/EEA residents: see relevant study programme at the link mentioned above.

### Residence and work permit

Information can be found at <http://www.nyidanmark.dk/en-us>.

Who needs a permit?

### Nordic students

Students from a Nordic country are free to live, work and study in Denmark. They do not need a visitor's visa, residence or work permit to undertake paid employment while studying. See also <http://www.norden.org/en>.

### EU/EEA students

Students from an EU/EEA country or Switzerland do not need a residence permit before coming to Denmark if the stay does not exceed 3 months. If the stay exceeds 3 months, students living in Region Midtjylland must register at Statsforvaltningen Afdeling Aarhus (The State Administration Department Aarhus), Lyseng Alle 1, 8270 Højbjerg,



tel. 72 56 70 36 to obtain a residence and work permit.

Office hours for telephone inquiries:

Mon.-Wed.	09.00 - 15.00
Thursday	12.00 - 15.00
Friday	09.00 - 15.00

Office hours for inquiries in person:

Mon.-Wed.	08.00 - 14.00
Thursday	12.00 - 16.00
Friday	08.00 - 14.00

Each year, BTECH tries to arrange for Statsforvaltningen to come to Herning in the beginning of September so all the new international students do not have to go to Aarhus. Remember to bring your letter of acceptance from BTECH.

## **NON-EU/EEA students**

Other foreign students must obtain a residence and work permit prior to entry into Denmark. An application for a residence permit must therefore be submitted in the applicant's country of origin.

### **When you apply**

If submitted abroad, an application for a residence and work permit must be submitted to a Danish representation - in other words, an embassy or general consulate, in the applicant's country of origin. The application form can be downloaded from the website of the Danish Immigration Service (<http://www.nyidanmark.dk/en-us>). An application form can also be obtained at the Danish diplomatic mission (embassy or consulate general). When the applicant has completed and returned the application form, the Danish diplomatic mission will forward the application to the Danish Agency for Labour Retention and International Recruitment where it will be processed.

### **Processing time**

If an applicant has enclosed all necessary documentation with an application, a response to the application for a residence permit can be expected within 2 months. However, if some information is missing, it will take longer to process the application.

### **Response to an application**

The Danish Agency for Labour Retention and International Recruitment will send its decision to the Danish diplomatic mission where the foreign student submitted the application. The Danish diplomatic mission

will then forward it to the applicant's home address or request that the applicant collect it in person.

### **Documents required with the application**

The cost of the application and the required documentation may vary depending on the country from which you are applying. It is of the utmost importance that you contact your local Danish diplomatic mission to verify the details.

The minimum documents required are:

- Application form ST1: "Application for a residence and work permit for students"
- Valid Passport (copy of all pages incl. front)
- 2 passport photos
- Original letter of acceptance from the Danish host institution
- Proof of financial support
- Payment of application fee to the Danish diplomatic mission, if any, in an acceptable format. Verify acceptable methods of payment with the Danish diplomatic mission responsible for your area
- Additional documents may be required by the Danish diplomatic mission.

All documents submitted must be original or certified copies and must bear the official seal of the issuing authority.

### **Proof of financial support**

You must prove that you have the ability to support yourself financially for the length of your stay in Denmark. This means that you must have funds equivalent to DKK 5,900 per month.

### Forms of proof of financial support

See <http://www.nyidanmark.dk/en-us> for further information about the use of bank statements as documentation.

### How long is a residence permit issued for?

The residence and work permit will be valid for the prescribed period of your studies in Denmark.

### Civil Registration Number (CPR-NUMBER)

#### Nordic students

Students from the Nordic countries are re-

quired to register at Herning Rådhus (city hall) when coming to Denmark.

#### EU/EEA students

Students from the EU and EEA countries, who stay in Denmark for more than 3 months, are required to register at Herning Rådhus as soon as their residence permit has been granted.

#### NON-EU/EEA students

Other foreign students must register at Herning Rådhus as soon as their residence permit has been granted.



### How to obtain a CPR-number?

After you have obtained your residence permit you need to get your Danish CPR-number (civil registration number). All citizens in Denmark are registered in the national Civil Register and have a CPR-number. The CPR-number is used when you contact the Danish health authorities, banks, libraries, etc., and it is issued at the National Registry Office (Folkeregister). In Herning the office is located at Herning Rådhus – "Borgerervice".

You should go to the National Registry Office as soon as you get your residence permit. Remember to bring your passport and documentation for your residence permit. The CPR-number also serves as your health insurance number and will be printed on your Medical Card which is sent to your Danish address. At the National Registry Office you will be asked to choose a general practitioner from a list of medical doctors in the Herning area. The name of the practitioner will be printed on your Medical Card.

If you change address during your stay in Herning, the National Register must be notified within five days of your moving.

### Health insurance

The Medical Card is your license to the Danish health services as it gives you the right to free medical treatment by general practitioners and in hospitals. The Danish dental service and prescribed medicine are not fully subsidised and may therefore in some cases be quite expensive. If you want insurance

for home transportation in case of severe illness or death, you should take out a private health insurance in your home country. The time it takes to get a Medical Card varies considerably from one municipality to another, and it may take from a few days to several weeks.

As an international degree student you are not covered by the Danish National Health Service at the beginning of your stay and you therefore need to make sure that you are covered by a private medical insurance for the first 6 weeks of your stay in Denmark.

As a student from one of the EU countries you should get a European Health Insurance Card from your local authorities before travelling to Denmark. This card will facilitate access to health care during your stay abroad and will allow you to receive health care in accordance with the legislation of State of stay (i.e. in Denmark, free health care).

Students from Croatia, Iceland, Liechtenstein, Macedonia, Morocco, Pakistan, Quebec, Slovenia, Switzerland and Turkey can avoid the 6-week waiting period if they are covered by the national health service scheme of their home country.

As a general rule, Nordic students are entitled to the same medical treatment as Danish nationals and do not need a European Health Insurance Card or private medical insurance coverage to study in Denmark.





As an international degree student from other countries than mentioned above, you are not covered by the Danish National Health service upon arrival and you should therefore take a private medical insurance for the first 6 weeks in Denmark (time before getting CPR-number).

### **Moving back**

Before you move back to your home country, you must report this to the National Registry Office in your municipality. The office must receive your notification before you leave the country. You can acquire the relevant form from the National Registry Office in your municipality. You have to fill in your current address and the address you are moving to on the form and the date you move.

The form must be submitted to the National Registry Office in the municipality.

### **Private insurance**

It is strongly recommended to take out insurance for liability and personal belongings while you are studying in Denmark. BTECH does not cover any losses which may occur.

### **Taxation**

If you take a part time job while studying in Denmark, tax is deducted if your income exceeds a certain amount per year. Please contact the local tax authorities in Denmark for more information or visit <https://www.skat.dk/SKAT.aspx?lang=us>.

### **Bringing your car to Denmark**

Please note that special rules apply when

bringing a foreign registered motor vehicle to Denmark. For more information see: <http://www.skat.dk/SKAT.aspx?oid=2068721>

### **Cost of living in Denmark**

Living expenses in Denmark will vary according to personal requirements and standards. As an international degree student you must be able to support yourself during your stay in Denmark - a minimum of DKK 5,900 per month to cover a modest standard of living. Documentation for this amount must be sent to the Danish Immigration Service when applying for residence permit.

### **Accommodation**

BTECH cannot guarantee international degree students a place to live however we have a number of flats at our disposal which international degree students can apply for. If you are interested please contact AU Housing at [housing@au.dk](mailto:housing@au.dk).

You can also find information at <http://www.au.dk/en/internationalcentre/housing/>. Choose Herning. Price is approx. DKK 3,000 - including utilities. You will have to pay security deposit of 2-3 months' rent.

### **International degree student orientation and introduction.**

An introduction programme will be held for new international degree students prior to the beginning of classes. All international degree students will receive details about the programme before it starts.



### The teaching system

Attitudes towards work may be different from those with which you are familiar. Some international degree students are accustomed to more specific direction in what to read and write. In Denmark, lecturers tend to treat the subject broadly and they expect the students to conduct research and studies on their own while contributing actively to discussions and be capable of working independently and in groups. For all international study programmes at BTECH lectures, tutorials, seminars, assignments and examinations are in English.

### Lectures

Lectures are generally given to large audiences and their aim is to give common information to students providing a basis for smaller group discussions later in tutorials and seminars. A lecture may be a basic explanation of required subject matter that

gives you the background of the subject and its bibliography but it can also be used to give a clearer explanation of the subject.

### Tutorials

You are expected to read extensively in preparation for your tutorials and will be asked to write essays and make presentations regularly. You will also be expected to participate actively in class discussions, contributing your own ideas and criticizing those of students and the tutor.

Most of your work is done independently and you must take personal responsibility for organising your own time so that you can meet your obligations in terms of attendance, discussion and course work.

### Seminars

The seminar work is an intensive way of working aiming at training students in an in-

dependent, analytical way of thinking and also developing their abilities for written and oral presentations.

Students participating in a series of seminars are divided into teams (seminar groups). The papers are presented for discussion in the group at a meeting – one for each seminar – to be held during the seminar semester. For each paper one opponent is appointed. During each series of seminars, each student will then appear once as a problem solver and once as an opponent, maybe on a group basis. For more information on seminars, consult the seminar guidance for the study programme in question.

### **Written Assignments**

Written assignments are a part of the assessment process. A lecturer will give the class written assignments throughout the semester. He/she will also inform you of the scope of the written assignment and the date on which it must be handed in. It is essential that these written assignments are all your own work as plagiarism/cheating is not tolerated in any higher education institution. Do not be tempted to copy extracts from textbooks. A written assignment is your opportunity to express your own ideas on a subject and to show your knowledge. The lecturers will only be evaluating these written assignments.

### **Examinations**

Examinations usually take place at the end of each semester. The format of each exam differs from study programme to study programme, but for all study programmes there

are both oral and written exams.

For more information, consult the curriculum for your study programme.

### **Bachelor Project / Master thesis**

The bachelor project/master thesis in any study programme is a central part of the study. For more information on the bachelor project/master thesis, consult the curriculum for your study programme.

### **Danish abroad**

A number of private and public organisations as well as some local language centres in your home country may offer lessons in Danish, please contact them for further information.

Danish embassies and consulates may also be able to provide you with information on activities relating to Denmark in your home country.

### **Facilities at BTECH**

The bookshop at BTECH sells books and other educational material needed for both students and staff, and moreover, the bookshop has a varied selection of stationary.

The library at BTECH is open to the public, but its primary purpose is to serve the students and the teaching staff at BTECH. The librarians are very helpful in finding the literature needed for your studies. The library subscribes to a wide selection of Danish and foreign newspapers and magazines so you can keep updated on news from around the



world. The library offers access to the Internet.

The students' union (SAA) at BTECH arranges most of the student activities, including parties.

The bar at BTECH is open most Fridays, giving students an opportunity to relax and have fun.

The canteen at BTECH offers breakfast and lunch as well as different snacks and soft drinks.

#### **Arrival in Denmark and travel to Herning**

Herning is approximately 300 km. from Copenhagen and there are regular air and rail services between the two cities. Try to arrive in Herning on a weekday rather than in the weekend when many facilities including

BTECH's offices are closed.

#### **From Copenhagen by air**

If you arrive from outside Europe you will most likely arrive in Copenhagen Airport which is Denmark's main international airport. From here you can fly to and from destinations around the world as well as to all domestic airports in Denmark. When travelling by air on a scheduled flight it is usually cheaper and certainly more convenient to book your ticket through to Karup Airport which is the closest airport to Herning (25 km.)

From Karup, an airport taxi can take you to your final destination in Herning. Airport taxis are to be reserved/cancelled at the latest 3 hours before the agreed time for collection. The Airport taxi does a maximum of 3 stops from Karup Airport to the agreed drop-off address. A normal size taxi will be able to take 3 passengers and a "minibus" taxi will be able to take 7 passengers.

To reserve a taxi from Karup to Herning you should call "Frederiks & Karup Taxi" at +45 86 66 10 45. You can read more about Karup Airport and its taxi service at [www.karup-lufthavn.dk](http://www.karup-lufthavn.dk).

#### **From Copenhagen by rail**

From Copenhagen Airport you can also choose to travel to Herning by rail. The station is located under Terminal 3 in the airport and tickets can be bought from DSB ticket sale in Terminal 3.



There is a direct rail line from the airport terminal building to Herning station. Timetable and fares are subject to change at least once a year. The most up to date information can be found at [www.rejseplanen.dk](http://www.rejseplanen.dk). A seat reservation is strongly recommended.

### **From Billund**

If you arrive from Europe, it might be more convenient to arrive at Billund Airport which is located 60 km. from Herning. From Billund Airport there are several bus services to Herning. Read more at [www.bll.dk](http://www.bll.dk).

### **Additional information**

For additional information for International students studying in Denmark please consult the following web-pages:

- Danish Ministry of Education:  
<http://eng.uvm.dk>
- Ministry of Higher Education and Science:  
<http://fivu.dk>
- Studying in Denmark:  
<http://studyindenmark.dk>
- New to Denmark (the officail portal for foreigners):  
[www.nyidanmark.dk](http://www.nyidanmark.dk)
- Mobility Information Service for Nordic citizens established by the Nordic Council of Ministers:  
[www.hallonorden.org](http://www.hallonorden.org)
- The official website of Denmark:  
[www.denmark.dk](http://www.denmark.dk)
- The official tourism site of Denmark:  
[www.visitdenmark.dk](http://www.visitdenmark.dk)
- Turist Bureaut VisitHerning (the local tourist office):  
[www.visitherning.dk](http://www.visitherning.dk)
- International Society (Herning Local Government)  
[www.internationalsociety.dk](http://www.internationalsociety.dk)
- Department of Business Development and Technology, Aarhus University  
<http://auhe.au.dk/en/>







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