



# Fact Sheet for Exchange Students 2019-2020



## UNIVERSITY OF COPENHAGEN

Are you planning to study abroad? Copenhagen is the place to go!

### ADMISSION TO THE UNIVERSITY OF COPENHAGEN

The University of Copenhagen has an online application system for international exchange and guest students. The online application form is easy to fill out and submit. Your application is assessed by the departments in which you wish to study, and you are able to monitor the status of your application online. You communicate directly by e-mail with the admission officers, who assist and inform you throughout the process.

Speak with the international office at your home university about the possibility of being nominated to go on exchange to the University of Copenhagen.

#### APPLICATION PROCEDURE

**You must be nominated by your home university**

To receive an invitation to apply to the University of Copenhagen (UCPH) as an Erasmus or Nordplus student, the International Education and Grants office at UCPH must receive an online nomination from your home university.

Please note that nomination is not the same as admission.

**Upon nomination, you will receive an e-mail inviting you to apply online**

When we have received your online nomination, the International Education and Grants office at UCPH will send an invitation to apply online to the e-mail address provided by your home university. If you do not receive an invitation to apply online by e-mail, please contact us immediately at [int-admission@adm.ku.dk](mailto:int-admission@adm.ku.dk).

**Check your spam folder**

Make sure to check your spam folder for the invitation to apply online and other important messages from UCPH.

#### APPLICATION DEADLINE

|                           |           |
|---------------------------|-----------|
| SEMESTER START SEPTEMBER: | 1 MAY     |
| SEMESTER START FEBRUARY:  | 1 OCTOBER |

**Login to the online application form**

The invitation to apply online includes a pin code which you will need to access the online application.

**Fill in the application form and submit it online**

Information provided in the application form will guide you through the application process. If you do not complete your application, you can save it as a draft and access it later.

**Remember to upload all the required documents**

A complete online application must include all the required documents (see page 4). You can upload the required supporting material in the online application form.

Note that we **do not** accept hard copies sent by postal mail.

**How we process your personal data**

On the university's website, you can find our [privacy policy](#). Here, you can read more about your rights and our rules regarding data processing.

**Required documents****REQUIRED DOCUMENTS****1. Transcript of records**

All applicants must submit a copy of their latest transcript of records.

**2. Proof of English proficiency**

Only necessary for non-native English speakers or students who do not study in an English-speaking country **who are applying to the following study areas:**

- English/American Language and Culture
- Political Science
- Film & Media Studies
- Philosophy
- Library and Information Science (only required for non-EU/EEA students)

**Proof of English for specific study areas****English/American Language and Culture:**

TOEFL Internet-based: minimum score: 80  
 IELTS: minimum score: 6.0  
 Cambridge Advanced English (CAE): minimum score: B  
 Cambridge Proficiency in English (CPE): minimum score: C

**Film & Media Studies and Philosophy:**

We require one of the above-mentioned tests. However, the departments are also willing to consider institutional tests or statements regarding the students' English proficiency issued by the home university.

**Library and Information Science:**

TOEFL Internet-based test: minimum score of 83  
 IELTS: minimum score of 6.5  
 Cambridge Proficiency in English (CPE): passed

**Political Science:**

Documentation for CEF level: B2  
 TOEFL Internet-based: minimum score: 80  
 IELTS: minimum score: 6.0  
 Cambridge Advanced English (CAE): minimum score: B  
 Cambridge Proficiency in English (CPE): minimum score: C

**No proof of English for other subjects****All other subjects**

For all other subjects, Erasmus/Nordplus students do not need to submit proof of English language proficiency.

**Translation of documents**

We accept documents in Danish, English, German, French, Spanish, Italian, Swedish and Norwegian.

However, in some instances an English translation will be required. In this case, we will notify you by e-mail.

If a translation is required, it must be certified by your home university.

**We accept unofficial copies of your transcript of records**

We accept unofficial transcripts from the electronic registrar system of your home university if the document includes your name and the name of your home university.

## STUDY IN ENGLISH

The native language in Denmark is Danish, but you do not need to speak Danish to study here! The University of Copenhagen offers an extensive number of courses taught in English at bachelor's and master's level in our six faculties.



## RESTRICTIONS AND ACADEMIC REQUIREMENTS

The fields of study listed below have either restrictions or academic requirements. The list does not include all fields of study offered at the University of Copenhagen. For a list of all fields of study available to exchange students at the University of Copenhagen, please refer to our course catalogue: [kurser.ku.dk](http://kurser.ku.dk)

## Faculty of Health and Medical Sciences

- **Dentistry:** only open for dentistry students from a university with a specific exchange agreement within the area.
- **Dental Hygiene Study:** only open for dental hygiene students from a university with a specific exchange agreement within the area.
- **Global Health:** offers very few spots for exchange students. Global Health students from a university with a specific exchange agreement within the area are prioritised.
- **Health Informatics:** offers very few courses taught in English.
- **Human Biology:** only open for master's students.
- **Immunology and Inflammation:** offers very few courses taught in English.
- **Medicine:** only open for medical students from a university with a specific exchange agreement within the area.
- **Veterinary Medicine:** only open for veterinary students from a university with a specific exchange agreement within the area.

All other fields require a solid academic background within health sciences.

## Faculty of Humanities

- **Advanced Migration Studies:** only open for exchange students at master's level studying migration at universities participating in the EUMigs network.
- **Applied Cultural Analysis:** not open for exchange students.
- **Audiologopeds:** only offers courses taught in Danish.
- **Classical Greek:** usually only offers courses taught in Danish, requires A-level in Greek and Latin.
- **Cognition and Communication:** not open for exchange students.
- **Communication and IT:** not open for exchange students.
- **Comparative Literature:** occasionally offers courses taught in English.
- **Danish Studies:** usually only offers courses taught in Danish, requires A-level in Danish.
- **East European Studies:** not open for exchange students.
- **Educational Studies:** only offers courses taught in Danish.
- **Egyptology:** not open for exchange students.
- **Film and Media Studies:** requires the equivalent of 30 ECTS passed within film and media studies.
- **French Language and Culture:** only offers courses taught in French for exchange students.
- **German Language and Culture:** only offers courses taught in German for exchange students.
- **Greenlandic and Arctic Studies:** not open for exchange students.
- **International Business Communication:** not open for exchange students.
- **IT and Cognition:** only offers the course Cognitive Science 1 (only autumn semester).
- **Italian Language and Culture:** only offers courses taught in Italian for exchange students.
- **Latin Studies:** usually only offers courses taught in Danish, requires A-level in Latin.
- **Linguistics:** only offers courses taught in Danish.

Faculty of Humanities  
(continued)

- **Middle Eastern Language and Society:** not open for exchange students.
- **Modern Culture:** only open for master's students and 4Cities students.
- **Musicology:** only offers courses taught in Danish.
- **Native American Languages and Culture:** not open for exchange students.
- **Philosophy:** requires at least the equivalent of 30 ECTS passed within Philosophy.
- **Portuguese and Brazilian Studies:** only offers courses taught in Portuguese for exchange students.
- **Psychology of Language:** only offers courses taught in Danish.
- **Rhetoric:** only offers courses taught in Danish.
- **Spanish Language and Culture:** only offers courses taught in Spanish for exchange students.
- **Theatre and Performance Studies:** only offers courses taught in Danish.

## Faculty of Law

To be able to take a full course load at the Faculty of Law students must have completed at least 3 semesters of study in Law at their home university.

## Faculty of Science

Most science courses are open for international students with the right prerequisites. Most courses have specific requirements and usually require at least some academic background in natural sciences.

The majority of English-taught courses are master's courses, but some departments do offer bachelor level courses in English as well. 3rd and 4th year bachelor students, who meet the requirements are allowed to register for 3rd and 4th semester courses.

The Faculty of Science offers only very few English-taught courses in sports science/physical education.

## Faculty of Social Science

- **Economics:** requires an academic background within Microeconomics, Macroeconomics and Mathematics.
- **Global Development:** not open for exchange students.
- **Political Science:** requires an academic background in all Political Science subfields (Political Theory, International Relations, Comparative Politics, Public Policy, and Political Science Methodology) at introductory and intermediate level.
- **Psychology:** requires at least the equivalent to 30 ECTS credits in Psychology. To be accepted at master's level, you must have passed the equivalent to 90 ECTS credits in Psychology.
- **Security Risk Management:** not open for exchange students.

## Faculty of Theology

- **African Studies:** open for master students or students who have passed more than 120 ECTS credits.
- **Religious Roots of Europe:** not open for exchange students.

**Fields not offered at the University of Copenhagen**

Business, Accounting, Financing, Marketing, Management, Engineering, Design and Architectural Design.

**Information for exchange students at the different faculties of University of Copenhagen**

- Health and Medical Sciences: <https://healthsciences.ku.dk/international-relations/students/>
- Humanities: <https://humanities.ku.dk/education/welcome/exchange/>
- Law: <https://jura.ku.dk/english/education/exchangestudents/>
- Science: <https://www.science.ku.dk/english/courses-and-programmes/exchange-studies/>
- Social Science: <https://socialsciences.ku.dk/education/exchange/>
- Theology: <https://teol.ku.dk/english/programmes/admission/>

**Find out which department is in charge of the courses you are interested in**

You can select up to 5 departments when applying online. Please note that the order of priority does not effect your chances for admission, since your application will be assessed at all the selected departments on an individual basis. We advise you to choose the study field in which you plan to attend the majority of your courses as your first priority.

You will be able to sign up for courses upon admission.

**Changing your 1st priority**

For technical reasons, students cannot change the 1st priority department in the online application.

**Dual citizenship**

In case of dual citizenships including EU/EEA countries and Switzerland, please select the relevant European country in the box for citizenship.

Otherwise, you will receive residence permit papers you do not need.

**Danish language courses**

UCPH offers both a pre-semester Danish language course and a Danish language course held during the semester free of charge for exchange students.

The Danish language courses are optional and can be selected in the online application form. For instance, if you wish to attend the pre-semester Danish language course and course during the semester, please choose the following fields of study/courses in the online application, e.g.:

Danish Language Course, Pre Semester January  
Danish Language Course, Semester

For more about the course here: [https://nors.ku.dk/english/education/danish\\_courses/courses/](https://nors.ku.dk/english/education/danish_courses/courses/)

**Submit your application**

When you have completed your online application, remember to submit it by clicking on the "Submit application" button.

We will send you a confirmation by e-mail.

**Assessment of your application**

Upon receipt, all complete applications will be forwarded to the relevant departments for further assessment. The admission process will be finalised when the departments have made their assessments.

**Electronic admission package**

You will receive a letter of admission by e-mail.

**Signing up for courses**

You must be admitted at UCPH in order to sign up for courses.

For more information about courses, see our course catalogue: [kurser.ku.dk/](https://kurser.ku.dk/)

**Courses offered in English**

Information on courses offered in English is available 2–3 months prior to semester start at [studies.ku.dk/exchange/course-information/online-course-catalogue](https://studies.ku.dk/exchange/course-information/online-course-catalogue)

**Courses designed especially for international students across disciplines**

UCPH offers a range of courses that do not require academic assessment:

- **Danish culture courses**  
<https://danishculturecourses.ku.dk/>
- **Cross-discipline courses**  
<https://studies.ku.dk/exchange/course-information/cross-discipline/>

If you would like to take one or more of the courses, select "Danish Culture Course" in the online application.

## COURSE LOAD AND CREDIT SYSTEM

## Full study load

The European Credit Transfer System (ECTS) defines a full study load for one year as 60 ECTS credits. For one semester, we recommend that students take courses for 30 ECTS credits.

**However, it is possible for students to take more or less than 30 ECTS credits per semester.**

The minimum course load is 22.5 ECTS credits per semester.

The maximum course load is 35 ECTS credits per semester.

Note that the pre-semester Danish language course is not included in these limits. Therefore, it is possible for a student to take the pre-semester Danish language course (7.5 ECTS) and the maximum course load per semester (35 ECTS) for a total of 42.5 ECTS credits.

## TRANSCRIPT AND GRADING SCALE

## Assessment

Your exam will be assessed according to the 7-point scale (see below) or by Pass/Fail.

The lowest passing grade is 02.

Pass grades cannot be changed to a numeric grade or vice versa. Therefore, it is important that you check with your home university if you can receive credit for courses for which only "pass" will be assigned.

## Grading Scale

|     |                                 |
|-----|---------------------------------|
| 12: | For an excellent performance    |
| 10: | For a very good performance     |
| 7:  | For a good performance          |
| 4:  | For a fair performance          |
| 02: | For an adequate performance     |
| 00: | For an inadequate performance   |
| -3: | For an unacceptable performance |

## Transcript of records

When your results have been registered by the departments at UCPH, the International Education & Grants office will send 3 hard copies of your transcript directly to the international office at your home university no later than 8 weeks after the end date of your stay.

Be aware that if you are taking a reexamination in a subject, it will prolong the time for sending your UCPH transcript of records to your home university.

Only courses you have taken at UCPH will appear on your transcript.

## Mentor/buddy Programme

All exchange students will be invited to join one or more mentor/buddy programmes closer to the semester start. The purpose of the mentor/buddy programme is to create a social network for international students and UCPH students through different types of activities during the semester.

Please note that we cannot guarantee that a mentor/buddy will be assigned to you as there are a limited number of spots.

## ST1 form for residence permit

## RESIDENCE PERMIT FOR STUDIES IN DENMARK – NON-EU/EEA STUDENTS

Non-EU/EEA students need a residence permit to study in Denmark. If you are a non-EU/EEA student, you will receive information on how to apply for a residence permit (ST1) shortly after the application deadline, when you have been admitted.

**IMPORTANT!** It is currently not possible for us to send online ST1 application forms. Please **DO NOT** start an online ST1 application – we will send you an ST1 application form in PDF format.

Detailed information on how to enter Denmark is available here:

<https://studies.ku.dk/welcome/residence-permit/non-eu-eea/>

## Processing time

The application process for a residence permit usually takes a considerable length of time (2-3 months). You should start the application process immediately upon receipt of your letter of admission and the ST1 application form.

Find the relevant embassy or general consulate:

<http://um.dk/en/about-us/organisation/find-us-abroad>

International Recruitment and Integration (SIRI), Copenhagen:

<https://nyidanmark.dk/en-GB/You-want-to-apply/Study/Higher-education>

## Application fee

Prior to submitting an application for residence permit, you must create a case order ID online and pay a fee online according to the guidelines from the Danish Agency for International Recruitment and Integration (SIRI): <https://nyidanmark.dk/en-GB/You-want-to-apply/Study/Higher-education>

Please make sure that any possible bank fees in connection with the transfer are added to the amount and not deducted from it. If full payment is not received, the residence permit application will not be processed. It is therefore essential that you ensure that SIRI receives the full amount.

The processing fee is typically raised each year in the month of January. Therefore, we recommend that students from [visa free countries](#) pay the fee the same calendar year as they are applying for the ST1 procedure. Otherwise, they risk rejection by SIRI.

The embassy or consulate processing the application may require payment of additional fees. The embassy/general consulate is not responsible for checking the application and the enclosures.

**Financial documentation**

SIRI requires documentation of your ability to support yourself financially during the length of your stay. You must be prepared to provide documentation, for example from your bank, verifying that you have the equivalent of DKK 6,166 per month during your intended stay.

**Biometric features**

All non-EU/EEA citizens over the age of 18 applying for residence permits under the terms of the Aliens Act must have their biometric features recorded.

Further information on residence cards with biometric features: <https://www.nyidanmark.dk/en-GB/Words%20and%20Concepts%20Front%20Page/Shared/Biometric>

**Work permit**

Non-EU/EEA students are allowed to work a maximum of 20 hours per week from September to May, and 37 hours per week from June to August while in Denmark. The work permit is granted automatically with the residence permit for studies.

**ST1 FORM - FOR RESIDENCE PERMIT**

Non-EU/EEA citizens are required to apply for a residence permit by filling out part 1 of the ST1 form. The University of Copenhagen fills out part 2 of the ST1 form and sends it to your KUmail (student e-mail) upon admission. You are required to use this form when applying for the residence permit. Instructions on how to apply can be found on the ST1 form.

Please note that you are required to pay a fee in order to have your application processed.

**Registration certificate****RESIDENCE PERMIT FOR STUDIES IN DENMARK – EU/EEA AND SWISS STUDENTS**

As an EU/EEA or a Swiss citizen, you will need a residence permit (registration certificate) if you are staying in Denmark for more than 6 months.

We will send information about the application process prior to the start of the semester

Read more about here:

<https://nyidanmark.dk/en-GB/You-want-to-apply/Residence-as-a-Nordic-citizen-or-EU-or-EEA-citizen/EU-student?anchor=canyouapply>

**Work permit**

Students from EU member states do not need a work permit for regular student jobs.

For further information about working in Denmark, please visit:

<https://www.nyidanmark.dk/en-GB/You-want-to-apply/Work>

**RESIDENCE PERMIT FOR STUDIES IN DENMARK – NORDIC STUDENTS****Residence in Denmark  
without any restrictions**

Citizens from the Nordic countries can take up residence in Denmark without any restrictions. You will need to register with the Danish authorities.

Nordic students who stay in Denmark for more than 6 months must register for a Danish CPR number. We will send information about the application process prior to the start of the semester.

For more information about moving within the Nordic countries, please visit:

<https://www.nyidanmark.dk/en-GB/You-want-to-apply/Residence-as-a-Nordic-citizen-or-EU-or-EEA-citizen/Nordic-citizens>

## HOUSING

## UCPH Housing Foundation

The UCPH Housing Foundation is an independent organisation that assists international students coming to the UCPH in finding accommodation.

Students who select housing in their online application will receive an e-mail from the Housing Foundation inviting them to apply for housing. This e-mail is sent approximately 6 weeks after the application deadline. For information about housing options, see <https://housingfoundation.ku.dk/>

All enquiries concerning housing should be directed to the Housing Foundation at [contact@housingfoundation.ku.dk](mailto:contact@housingfoundation.ku.dk)

**RIDE LIKE A LOCAL**  
COPENHAGEN IS ON SEVERAL  
LISTS OF THE WORLD'S BEST  
CITIES FOR CYCLING

## Living Costs

|   |  |
|---|--|
| Housing <sup>1</sup> , including utilities  | DKK 5,000–10,000/month                                 |
| Food and daily expenses   | DKK 2,000–4,000/month                                  |
| Books and other study materials   | DKK 1,500–2,000/semester                               |
| Local public transportation   | DKK 380–500/month if you travel every day <sup>2</sup> |
| Leisure activities  | DKK 2,000/month  |
| 1) Price for dorm or room in shared apartment   |  |
| 2) To save money, we recommend that you consider renting or buying a used bicycle, which you can get for around DKK 800–1,500 |  |

## POSTAL ADDRESS:

UNIVERSITY OF COPENHAGEN  
UNIVERSITY EDUCATION SERVICES  
INTERNATIONAL EDUCATION AND GRANTS  
NOERREGADE 10  
DK-1165 COPENHAGEN  
DENMARK

## VISITING ADDRESS:

UCPH STUDENT CENTRE  
FIOLSTRÆDE 1  
DK-1171 COPENHAGEN K  
DENMARK

OPENING HOURS: SEE [STUDIES.KU.DK/EXCHANGE/CONTACT](https://studies.ku.dk/exchange/contact)

TELEPHONE (+45) 3532 2626  
EMAIL: [INT-ADMISSION@ADM.KU.DK](mailto:INT-ADMISSION@ADM.KU.DK)  
[STUDIES.KU.DK/EXCHANGE](https://studies.ku.dk/exchange)

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