



Guide for

Danida Fellows in Denmark

January
2013

DENMARK



Table of Contents

Foreword	4
Passport and visa	5
Travel to and arrival in Denmark	6
Danida Fellowship Centre	7
Paid employment in Denmark	8
Receiving mail while in Denmark	8
Climate	8
Transport	9
Accommodation	9
Fellowship allowances as per January 1, 2013	10
Visits	11
Health	12
Illness	13
Insurance	13
Addresses	14



Foreword

This guide contains general information and guidelines for holders of fellowships accepted for studies under Denmark's Bilateral Development Assistance (Danida). Danida fellowships are offered to qualified candidates affiliated to Danida financed activities in developing countries. The fellowships may be short, specialised studies and training, or degree studies.

Further information about the fellowships is obtainable from Danida Fellowship Centre (DFC), whose primary objective is to assist you in making the very best of your stay in Denmark.

Please also see:

www.dfcentre.com



Passport and visa

A valid passport is required for entry into Denmark, **and the Immigration Authorities at the airport may ask you to present the 'Letter of Acceptance'/'Letter of Invitation'.**

A Schengen visa or a temporary residence permit for Denmark is required for citizens from most countries, and it is issued by the Danish Embassy. Expenses for Schengen visa/temporary residence permit for Denmark will be paid by the Danish Embassy or in some cases by Danida Fellowship Centre. Please note that the processing of a temporary residence permit takes approx. 12 weeks.

It is your own responsibility to ensure that the visa/residence permit is valid for the full study period. If the residence permit expires before the end of the study stay in Denmark you should inform DFC as soon as possible and no later than one month prior to the expiration of the permit.

The temporary residence permit and the Schengen visa enable you to enter and transit through all Schengen countries¹. The visa can be valid up to 90 days and it can be issued for one, two or multiple entries. It is not possible to extend a visa. The temporary residence permit can be valid for the full study period with the possibility of an extension. But it is only valid while studying at the predetermined study place.

If you plan to visit other countries outside the Schengen area while in Denmark, you must obtain visas, if applicable, before coming to Denmark. If you wish to change your return ticket, please note that this is only possible in exceptional cases. The cost will be on your expense.

You are required to carry your passport (or a photocopy) at all times during your stay in Denmark. DFC recommends that you carry a photocopy of your passport and a copy of your residence card/visa in order to avoid losing your passport. Therefore remember to bring a photocopy. Should problems with the Danish authorities occur, please contact DFC. Outside office hours the officer on duty at the Ministry of Foreign Affairs, telephone +45 3392 0000, may be contacted.

¹ Schengen countries: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.



Travel to and arrival in Denmark

DFC will arrange and pay for the return air ticket, economy class, to and from Denmark. The e-ticket will be forwarded through the Danish Embassy.

Please be aware of rules concerning liquids for hand (carry-on) luggage within the European Union (EU). For further details: <http://www.cph.dk/CPH/UK/MAIN/Security/Baggage/carry-on+baggage.htm>.

If you have not received information from DFC saying otherwise, you will be met at Copenhagen Airport (Kastrup) by a representative from DFC. If you do not meet the DFC representative, please contact the information desk in the arrival hall. If you are arriving later than scheduled and there is no one to meet you – or any other problem occurs – please take a taxi to:

Radisson SAS Falconer Hotel, Falkoner Allé 9, 2000 Frederiksberg, tel.: +45 3815 8001.

The hotel will pay for the taxi, and DFC will reimburse the hotel for the taxi fare and the overnight stay (breakfast is included). Please contact DFC on the first coming weekday.

Fellows arriving at provincial airports will also be met at the airport. If you are arriving later than scheduled, please contact the place of study or DFC.

If your luggage is delayed or lost, ask the airline for a PIR (Property Irregularity Report) and inform DFC about it on the first coming workday.

Please take note that DFC does not assist you with transport to the airport at the end of your stay.



Danida Fellowship Centre

DFC administers and implements the Danida supported Fellowship Programme.

The Centre is situated in Copenhagen at Hostrupsvej 22, 1950 Frederiksberg C. The Centre consists of two hostel wings housing 68 one-roomed self-contained flats, secretariat for the staff, and common facilities for the fellows.

DFC is responsible for:

- the study programme and the fellows' stay in Denmark
- the issuing of Letters of Acceptance, visa/residence permits, air tickets
- the payment of fellowship allowances
- counselling
- accommodation
- insurance matters

DFC arranges social and cultural activities. Some of the arrangements will take place in the DFC café, which also has a lounge and a small library with access to computers.

DFC organises Introduction to Danish Family Life and Danish Democracy in the DFC café on Tuesday evenings about twice a month.

For ID and bus card please bring some small size photos.



Paid employment in Denmark

You are **not** allowed to take up paid employment while in Denmark. You will receive an allowance and are exempted from taxation.



Receiving mail while in Denmark

You will be informed of your official mailing address on arrival. If you study in Copenhagen any mail may be forwarded via the DFC address during the first couple of weeks.

You will have access to Internet either provided by the place of study or by DFC. It is advisable to establish your own e-mail address for e-mail communication.



Climate

The average temperature in the warmest months (June and July) is 16°C. In the coldest months (January and February) the average temperature is 0°C. The maximum summer temperature is around 25°C, while winter temperatures may often drop to below 0°C.

As Denmark has a coastal climate, the weather is often windy, rainy and cold. It is advisable to bring warm clothes and shoes/boots suitable for this climate.



Transport

It is very normal to either cycle or to use the public transport in Denmark. You should therefore be prepared to walk and spend time in the public transport to and from the place of study and your accommodation. The journey can vary from fifteen minutes up to one hour.



Accommodation

In the Copenhagen area:

Some of you will be accommodated in the hostel situated at DFC. Others may be staying in student hostels also accommodating a large number of Danish students, in some cases sharing kitchen facilities with Danida fellows and in some cases also sharing bathroom facilities.

Bedding and basic kitchen utensils will be provided. However, you are kindly asked to bring your own towels.

You are expected to carry out household chores such as cooking, cleaning, etc. yourself.

During peak periods DFC has to use hotels which normally do not provide cooking or laundry facilities.

Outside Copenhagen:

Most of you will be accommodated in hostels, but some will follow residential courses where full board and lodging are provided.



Fellowship allowances as per January 1, 2013

The Fellowship allowance will be calculated as the number of days of the course period plus two additional days regardless of the actual arrival and departure dates.

The allowance will be paid the first weekday after arrival. **If you arrive during the weekend you are therefore advised to bring some foreign currency for the first days spending.** USD or EUR can be exchanged for DKK in Copenhagen Airport.

Fellows on further education activities in Denmark

1. Daily allowance DKK 221.-

You will receive a personal allowance of DKK 221.- per full day. This corresponds to 6,639.- for a full month. Accommodation, including heating, water and electricity, is paid by DFC. The allowance covers food, clothes, medicine, spectacles, dental visits, daily transport and pocket money.

2. Extended daily allowance DKK 387.-

If accommodation is provided in a hotel without kitchen facilities you will receive a daily allowance of DKK 387.-.

3. Reduced daily allowance DKK 113.-

When following residential courses, where full board and lodging are provided, you will receive a daily allowance of DKK 113.-.

Fellows on a BSU Master education

Monthly Allowance DKK 5,600.-

You will receive a personal allowance of DKK 5,600 per month corresponding to the official Danish student's grant. This is equivalent to DKK 184 per day. Accommodation, including heating, water and electricity, is paid by DFC. The allowance covers food, clothes, medicine, spectacles, dental visits, daily transport and pocket money.

Fellows on fieldwork in developing countries:

During the fieldwork period you may receive an allowance which will be dependent on the cost of living in the respective country.



Visits

You are welcome to invite your spouse or other close relatives to Denmark provided he/she arranges to pay for everything in connection with the visit: **air ticket, insurance and accommodation.**

The procedure is as follows:

DFC would suggest that you initially arrive alone, so that you can become familiar with the conditions and your study in Denmark first.

Your relative will have to apply directly at the Danish Embassy for a Schengen visa, and you will have to provide your relative with an invitation letter stating he/she pays everything. This letter, proof of insurance cover, as well as air ticket (e-ticket) is required for issuing the visa.

Only some of the DFC provided accommodation is suitable for additional lodger(s):

1. DFC hostel and Øresundskollegiet – your relative may stay with you at the hostel room, max two months. DFC will provide an extra bed and beddings. Please note this only applies for a single adult visitor, and that visiting children are only accepted at Øresundskollegiet.
2. Hotels – it may be possible to make an arrangement with the hotel upon extra payment (own expense).

Unfortunately DFC is not in a position to inform of the planned accommodation prior to your arrival in Denmark.

The visit cannot exceed two months in the DFC provided accommodation.

Please note that it is not possible for your child(ren) to accompany you during your study stay in Denmark, as there are no child care arrangements in the DFC programme. Shorter visits by unaccompanied children are likewise not possible.



Health

As you have already declared in the Fellowship Form, you do not have any illness that prevents you from undertaking the proposed course of study.

For research fellows see the guidelines for 'DFC's Administration of Research Fellows from Developing Countries'.

If there is any significant change in your health conditions (e.g. pregnancy) between signing the Fellowship Form and your departure for Denmark, you must inform DFC immediately.

Health Insurance

A. Fellows whose period of residence in Denmark is less than 3 months

You are covered by **Danida's Health Insurance in acute matters (illness)**. Please carry the Tryg Insurance Certificate while in Europe.

Medicine, spectacles and dental treatment are not covered by the insurance. If you use any medicine please remember to bring sufficient supply with you to Denmark.

Contact the place of study or the DFC counsellor in case you need to see a doctor.

B. Fellows whose period of residence in Denmark is more than 3 months

If the period of residence in Denmark exceeds 3 months, you are covered by the **National Health Insurance Scheme**. Upon arrival you will be registered at the local office of the National Registration (Folkeregisteret), and a health insurance card (sygesikringsbevis) will be issued shortly after arrival.

The physician indicated on the insurance card should be consulted in the event of illness, and the card must be produced when consulting the physician, a dentist or a hospital. It is advisable to carry the health insurance card at all times.

The National Health Insurance Scheme covers medical treatment offered by the physician or hospital. However, the cost of prescribed medicine and dental treatment is **only partially** covered under the National Health Insurance Scheme. DFC does **not** cover the difference (please see Fellowship Allowances, page 10).



Illness

In case of illness

When you arrive in Denmark Danida Fellowship Centre or the place of study will provide the telephone numbers and addresses for emergency physician, emergency room and ambulance.

Serious Illnesses

In case of serious illness, accidents or similar which may render you unable to complete the study programme, DFC in consultation with the place of study may decide to discontinue or suspend your study programme.



Insurance

In addition to the health insurance schemes mentioned under HEALTH, section A and B, you are covered by Danida's insurance for accident, third party liability, and theft of personal effects during your stay in Denmark.

Danida Fellowship Centre or the place of study will provide further information about insurance matters.



Addresses

Ministry of Foreign Affairs Danida (Danish International Development Assistance)

Address	Ministry of Foreign Affairs 2, Asiatisk Plads DK-1448 Copenhagen K Denmark
Telephone	+45 3392 0000 – at all hours
Telefax	+45 3254 0533
E-mail	um@um.dk
Web site	www.um.dk
Office hours	Weekdays: 9 a.m. - 4 p.m. Saturday and Sunday: closed

Danida Fellowship Centre

Address	Danida Fellowship Centre Hostrupsvej 22 DK-1950 Frederiksberg C Denmark
Telephone	+45 3536 1322
Telefax	+45 3536 2095
E-mail	dfc@dfcentre.dk (for official correspondence only)
Web site	www.dfccentre.com
Office hours	Monday - Wednesday: 9 a.m. - 4 p.m. Thursday: 9 a.m. - 6 p.m. Friday: 9 a.m. - 3 p.m. Saturday and Sunday: closed



Notes



Danida Fellowship Centre

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