



Danida Fellowship Centre

Appendix 8

DFC's ADMINISTRATION OF RESEARCH FELLOWS IN DENMARK

1. Danida Fellowship Centre

Danida Fellowship Centre (DFC) is a self-governing institution based in Denmark. DFC is planning and hosting fellowship learning programmes for public officials, members of civil society organizations, and the private sector from Denmark's partner countries. In addition, DFC administers Danida's research projects.

DFC receives approx. 600 fellows every year and carries out a number of tasks in connection with the fellows' arrival and research in Denmark.

According to Guidelines for Danida Fellowships, which can be downloaded from the DFC website www.dfcentre.com, all Danida-funded fellowship activities shall be administered by DFC and follow the DFC guidelines to ensure the homogeneity and quality of training and living conditions in Denmark.

According to the conditions for grants to development research no overhead contribution can be included of expenses incurred by DFC relating to study periods in Denmark. If the institution exceptionally opts out the DFC services, the institution still cannot include the overhead contribution, even if the expenses in this case is incurred by the institution.

2. Administrative Procedures

The DFC administrative procedures cover:

- Assistance with application for residence permit/visa
- Insurance cover
- Flight reservations
- Accommodation
- Payment of monthly allowances
- Registration at the Danish Registration Office
- Application for tax exemption
- Counselling on personal and family matters
- Social activities

The project coordinator is requested to contact DFC at *least 3 months* before the administrative procedures commence. Please contact Eva Thaulow Nielsen at phone: +45 3524 8467 or e-mail: et@dfcentre.dk. **Also DFC should receive a copy of the data page of the passport, a letter of invitation mentioning the full name, date of birth and e-mail address of the fellow as well as the precise study period. Draft letter of invitation can be found here:** <http://dfcentre.com/research/>.

The Guide for Danida Fellows in Denmark should always be forwarded to the fellow along with the official letter of invitation. You will find the Guide for Danida Fellows in Denmark here: <http://dfcentre.com/fellows/guide-for-danida-fellows-in-denmark/>

Please take note that the guidelines stipulated in Guide for Danida Fellows in Denmark must be adhered to. This is in order to create the best possible stay for the individual fellow, to create the same conditions for all fellows and to secure an expedient and efficient administration.

Please find below a more detailed description of the administrative tasks.

3. Residence Permit/Schengen Visa

Stays in Denmark less than 90 days (Schengen Visa):

DFC will forward an Insurance Certificate to the fellow with a copy to the Embassy. The Embassy/ VFS Centre will assist the fellow in obtaining a Schengen visa.

Stays in Denmark more than 90 days (Residence Permit):

DFC will start the application form for residence permit by getting the fellow registered at the web site of the Danish Agency for International Recruitment and Integration (SIRI) and by placing payment of the administration fee. In order to start the application procedures DFC needs information of the full name, date of birth and passport number of the fellow. Information about the procedures for the fellow to fill in his/her part of the form will be forwarded to the fellow by e-mail. The authorization for residence permit is forwarded directly to the Embassy from the SIRI office in Copenhagen. **Please note that the processing time of a residence permit is minimum 8 weeks. It is therefore very important that DFC receives a copy of the Letter of Invitation and the passport of the fellow in due time, at least 3 months prior to the expected arrival of the fellow.**

4. Flight Reservations

The DFC flight reservations are always made by the travel agency of the Danish Ministry of Foreign Affairs, Carlson Wagonlit Travel. The reservations may only be changed with DFC's approval. If a fellow wishes to change reservations for personal reasons, this has to be done through DFC. The fellow will be asked to cover all expenses due to this change.

The tickets are forwarded by e-mail directly to the fellows as e-tickets (Electronic Tickets).

5. Arrival

To the Copenhagen area The fellows will be informed by e-mail where to go upon arrival. This information will be forwarded together with the flight information/e-ticket.

Outside Copenhagen The place of study will make the necessary arrangements for pick-up.

6. Accommodation

The Copenhagen area DFC will arrange accommodation for fellows within the Copenhagen area. *If possible* the fellow will be accommodated at the DFC hostel at Hostrupsvej 22, Frederiksberg.

In case of extensions **DFC must be informed in writing as early as possible and preferably 8 weeks prior to the originally planned departure.** However, there is no guarantee that the fellow can stay in the same room.

Outside Copenhagen The place of study will arrange the accommodation for fellows outside the Copenhagen area. DFC has to approve the accommodation and will be able to prepay the accommodation.

7. Payment of Monthly Allowances

Regarding terms and rates of monthly allowances please refer to the Guide for Danida Fellows in Denmark or the DFC website: <http://dfcentre.com/fellows/fellows-in-denmark/allowances/>.

Upon arrival the fellow will receive a MasterCard and code. The allowance will be transferred to this card.

Please contact Ms Lene Due Kruse-Nielsen for further information regarding allowance payment, e-mail: lkn@dfcentre.dk, phone +45 3524 8465.

8. Insurance

All fellows are insured for baggage, Third Party Liability, theft of personal effects as well as accidents and repatriation. With regard to health insurance please see below:

Stays for 90 days or less: All fellows staying in Denmark less than 90 days will receive an Insurance Certificate.

Stays for more than 90 days: All fellows staying in Denmark more than 90 days have to be registered at the International Citizen Service (ICS) and will thereby receive a CPR number and a yellow health insurance card.

Please be aware that it is the project coordinator's responsibility to contact DFC about any illness, which may prevent the research fellows from undertaking their research in Denmark. In case of pregnancy the expected delivery must be minimum 8 weeks after the last day of the research period in Denmark.

9. The International Citizen Service (ICS)

Stays for more than 90 days: DFC will forward papers and information to the fellow in order for him/her to get registered at the ICS.

10. Application for Tax Exemption

According to the Tax Assessment Act (Ligningsloven) §7K, fellows from developing countries are exempted from payment of tax of their monthly allowance.

Fellows staying in Denmark *more* than 90 days will have to apply for this exemption:

The Copenhagen area DFC will apply for tax exemption.

Outside Copenhagen DFC will forward the necessary letter directly to the fellow by e-mail with a copy to the place of study.

11. Counselling on Personal and Family Matters

The DFC counsellor, Ms Lene Mosegaard, phone: +45 3524 8466 or e-mail: lm@dfcentre.dk, will be available for counselling in case of personal problems.

12. Changes/Extensions

The project coordinator or supervisor is kindly requested to inform DFC in case of changes concerning the study plan. This may be a field trip, other travel plans inside or outside Denmark or reductions or extensions of the study period.

Regarding extensions **DFC must be informed in writing as early as possible and preferably 8 weeks prior to the originally planned departure.**

13. Settling of Accounts

The expenses for accommodation, air tickets, residence permits and allowances will be debited the project grant directly. In case of insurance claims (illnesses or similar) for fellows staying in Denmark less than 90 days the actual expense (medicine/medical treatment) will also be charged to the project. DFC will forward a statement of accounts to the responsible project coordinator at the end of each year.

For the administration of senior researchers (less than 90 days only), as well as PhD and Master's students funded by other agencies than Danida, DFC will forward an invoice.

14. Letter of Invitation

The project coordinator is to forward a signed letter of invitation to the fellow with a copy to DFC at least 3 months prior to the planned stay in Denmark. **The exact study period should be coordinated with DFC in advance.**

Please note that fellows arriving in Denmark for the second or third time should also receive a letter of invitation. All fellows are asked to show this letter at the Danish Embassy/VFS Centre and when travelling to Denmark.

The following passages must be incorporated in the letter that should be printed at the official letterhead paper of the Danish University:

Letter of Invitation

Name of the fellow:

Address of the South University:

City:

Country:

E-mail:

Dear Sir/Madam,

I am pleased to inform you that you have been granted a fellowship in Denmark for PhD studies at

during the period ? - ?

Danida will pay all costs in connection with the course according to the enclosed copy of "Guide for Danida Fellows in Denmark". Danida Fellowship Centre (DFC) will arrange and pay for your return air ticket, economy class.

After having received a follow-up mail from Danida Fellowship Centre you are kindly asked to contact The Royal Danish Embassy/VFS Centre in as soon as possible. The Embassy/VFS Centre will assist you in obtaining the required residence permit or visa.

Concerning insurance, rights and obligations please read the enclosed "Guide for Danida Fellows in Denmark" carefully.

Please be prepared to present this Letter of Invitation to the authorities at any international and/or domestic airport.

If you need further information please contact.....

Yours sincerely,

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