

DFC'S ADMINISTRATION OF RESEARCH FELLOWS FROM DEVELOPING COUNTRIES





## **DANIDA FELLOWSHIP CENTRE**

Danida Fellowship Centre (DFC) is a self-governing institution funded by Danida. DFC implements and administers the Danida Capacity Development Support Programme (DCDSP) and 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](http://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.

Danish universities and institutions of higher education which receive Danida funded research fellows have the possibility of utilizing DFC's services, on the condition that the code of practice for Danida's fellowship programme is followed and that DFC is advised at least 3 months prior to the initiation of the study period.

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 can not include the overhead contribution, even if the expenses in this case is incurred by the institution.

## **ADMINISTRATIVE PROCEDURES**

The DFC administrative procedures cover:

- Assistance with application for residence permit/visa
- Insurance
- 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 or to arrange a coordinating meeting with DFC before the administrative procedures commence. **Also DFC should receive a copy of the letter of invitation mentioning the full name, date of birth and e-mail address of the fellow as well as the precise study period. Please find enclosed a draft letter of invitation.**

The Guide for Danida Fellows in Denmark should always be forwarded to the fellow along with the official letter of invitation.

The draft letter of invitation is available at the DFC website [www.dfcentre.com](http://www.dfcentre.com). Here you will also find the 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.



## **RESIDENCE PERMIT/SCHENGEN VISA**

### **Stays in Denmark under 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 over 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 with a copy to the Embassy. 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.**

## **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).

## **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.

## **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 for the accommodation.



## **PAYMENT OF MONTHLY ALLOWANCES**

Regarding terms and rates of monthly allowances please refer to Guide for Danida Fellows in Denmark as well as the DFC website: [www.dfcentre.com](http://www.dfcentre.com)

- The Copenhagen area  
Less than 90 days** The fellow will receive the allowance in cash upon arrival and at the end of each month.
- Outside Copenhagen  
Less than 90 days** The fellow will, where possible, receive the allowance via MoneyGram. Further information will be forwarded close to the arrival to Denmark.
- For stays over 90 days** The fellow is requested to open a bank account with a cash card and inform DFC of the account number in order for DFC to transfer the monthly allowances directly to the fellow's account. The bank account may only be opened after the fellow has received his/her personal ID number (CPR number); hence it is a good idea to bring some foreign currency for the first days' spending. Please contact Ms Lene Due Kruse-Nielsen for further information, e-mail: [lkn@dfcentre.dk](mailto:lkn@dfcentre.dk), phone +45 3524 8465.

## **INSURANCE ETC.**

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 UNDER 90 DAYS:** All fellows staying in Denmark less than 90 days will receive an Insurance Certificate.

**STAYS OVER 90 DAYS:** All fellows staying in Denmark more than 90 days have to be registered at the International Citizen Service Centre (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.***

## **THE INTERNATIONAL CITIZEN SERVICE CENTRE (ICS)**

**STAYS OVER 90 DAYS ONLY:** DFC will forward papers and information to the fellow in order for him/her to get registered at the ICS.



## **APPLICATION FOR TAX EXEMPTION**

All fellows 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 place of study.

## **COUNSELLING ON PERSONAL AND FAMILY MATTERS**

The DFC counsellor, Ms Lene Mosegaard, phone: +45 3524 8466, will be available for counselling in case of personal problems.

## **SOCIAL ACTIVITIES**

DFC arranges social and cultural activities for the fellows within the Copenhagen area. These may consist of "food evenings", visits to museums, debate evenings etc. Some of the activities take place at DFC, where fellows, among other things, will find a café, a library, a pool table, darts and table tennis. Please also see: [www.fellowship-post.com](http://www.fellowship-post.com).

## **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.**

## **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, independent of source of funding, and PhD and Master students funded by other agencies than Danida, DFC will forward an invoice.



*The project coordinator is to forward a signed letter of invitation to the fellow with a copy to DFC. **The exact study period should be coordinated with DFC in advance.** Please note that it takes at least 4 weeks to obtain a Schengen visa (for less than 90 days stay) and 8 weeks to obtain residence permit (for more than 90 days stay).*

*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 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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