



Danida Fellowship Centre

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 approximately 1000 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 Principle Investigator (PI) is requested to contact DFC **at least 3 months prior to the planned arrival to Denmark**. Please contact DFC by e-mail: research@dfcentre.dk or phone at: +45 3536 1322. 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 at our web site here: <https://dfcentre.com/research/existing-grants-and-conditions/logistics-for-phd-students/>.

Our 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 at our web site here: <https://dfcentre.com/info-for-fellows/be-prepared-before-you-go/> (scroll down).

Please take note that the guidelines stipulated in the 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 and flight ticket to the fellow as well as information about how to obtain the required Schengen visa. In some cases, the fellow will receive information about how to obtain the required Schengen visa from the relevant department at place of study in Denmark.

Stays in Denmark more than 90 days (Residence Permit)

DFC will contact the relevant department at the place of study in Denmark, who will start the application form for residence permit through the Danish Agency for International Recruitment and Integration (SIRI). DFC will place the payment for the administration fee to SIRI. 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 by the relevant department at the place of study in Denmark. The authorization for residence permit is forwarded directly to the local Embassy from the SIRI office in Copenhagen.

4. Flight Reservations

The DFC flight reservations are always made by the travel agency of the Danish Ministry of Foreign Affairs, Carlson Wagonlit Travel (CWT). 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 e-ticket is forwarded directly by e-mail to the fellow.

5. Arrival

To the Copenhagen area Fellows will be informed by e-mail where to go upon arrival about two weeks prior to arrival.

Outside Copenhagen The place of study will make the necessary arrangements for pick-up. If needed, DFC will assist in booking train tickets from CPH Airport to the city where the place of study is located.

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 via DFC's EAN number 5798 00 000 8809.

PhD students' study stay in Denmark with accompanying family (*only for stays longer than 3 months*)

The stay in Denmark for PhD students from the South must be supported and administered according to the DFC terms. For PhD students' study stay at a study place in the Copenhagen area, DFC cannot provide accommodation at the DFC hostel for accompanying family members. If a PhD student is accompanied with family during a study stay in the Copenhagen area, the PhD student must make own arrangements for accommodation.

For PhD students' stay at a study place outside of the Copenhagen area, the study place is responsible for finding accommodation for the student. If the student needs accommodation for more than one person, the university can be asked if their housing options can accommodate this. If this is not an option, the student must make own arrangements for accommodation.

DFC will pay the accommodation from the project funds set aside at DFC for PhD study stays in Denmark. If the accommodation is at a higher cost than the cost of the DFC hostel (DKK 1,400 per week), the allowances to be paid to the PhD student will be deducted by the difference between the cost of the DFC hostel and the cost of the chosen accommodation. DFC cannot assist with practical arrangements, such as visa, insurance and flight tickets for accompanying family members.

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](#).

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

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, a yellow health insurance card and a residence permit card

Please be aware that it is the PI'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.

If the fellow is pregnant, or have any pre-existing conditions that may require medical attention while in Denmark, the fellow will need to fill out a Prior Medical Approval. Further details can be found at [DFC's website](#).

9. The International Citizen Service (Borgerservice)

Stays for more than 90 days: DFC will forward papers and information to the fellow in order for him/her to be registered upon arrival to Denmark

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 apply for tax exemption

11. Counselling on Personal and Family Matters

The DFC counsellor, Ms Naja Spanner, phone: +45 2217 0741 or e-mail: ns@dfcentre.dk, will be available for counselling in case of personal problems.

12. Changes/Extensions

The PI 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/visas and allowances will be debited the project grant directly. In case of insurance claims (illnesses outside what is covered by the insurance or similar) for fellows staying in Denmark less than 90 days the actual expense will be charged to the project. DFC will forward a statement of accounts to the responsible PI at the end of each year.

14. Letter of Invitation

The PI 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 present this letter handing in the Schengen visa/residence permit application 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
Date of birth
Address of the South University
City
Country
E-mail

Dear (**Name of the fellow**),

I am pleased to inform you that you have been granted a fellowship in Denmark for PhD studies at **Name and address of the place of study in Denmark**.

during the period **DD.MM.YYYY - DD.MM.YYYY**

The visit is part of your PhD-study within the FFU-project **XX-XX-XX (project code)**.

Danida will pay all costs in connection with the stay 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. Kindly note that the accommodation during the stay will be booked by DFC or the place of study, and is fully covered by DFC.

After having received a follow-up e-mail from Danida Fellowship Centre you are kindly asked to follow the instructions here: <https://um.dk/en/travel-and-residence/where-to-apply/>. The local 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 **Name of project responsible at the place of study in Denmark, phone number and e-mail**.

Yours sincerely,

Name and signature from the project responsible at the place of study in Denmark