



# Information Material for Study Abroad

**Copenhagen University College of Engineering (IHK)**

**The International Office – Where you can find help at IHK for Study Abroad**

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The International Office can help you with information and advice throughout the whole process from your first speculations about where you would like study and up to the point when you return to IHK. Academic counselling is also available from the International Student Counsellors and from the International Coordinator of your own study program.

## The Annual Circle

<b>Autumn semester</b>	<b>Planned semester abroad</b>	<b>Spring semester</b>
October	<b>Information Meetings, in Danish and English.</b>	March
1 December	<b>Deadline for Application</b>	1 May
January	The International Office and the international Coordinator of your program evaluate the applications. <b>Selection and nomination of students</b>	July
January - June	The IHK students are informed by letter for which institution they are nominated. Students must: <ol style="list-style-type: none"> <li>1. Find application info and deadline at the university's website.</li> <li>2. Apply directly to the partner university for a semester as a non-degree seeking/exchange student, using their application material from their webpage. (typically)</li> <li>3. Find out whether you need to pass any <u>language tests</u>.</li> <li>4. Send application for the University you have been nominated to.</li> <li>5. Remember to make a copy of everything before you send it.</li> <li>6. Find the applications for scholarships, private foundations etc.</li> </ol> <p>As soon as you have been nominated, you have to work on your choice of courses and get pre-approval from the international coordinator of your study program</p> <p>Arrange all the practical things about the trip, remember to check and take out the necessary insurance for your period abroad.</p>	July - November
April	<b>International Forum</b>	
May – August	<b>Apply for the Erasmus or IHK Internationalisation Scholarship,</b> A copy of the pre-approval for courses (Learning Agreement), signed by the host university and the international coordinator of your programme must be handed to International Office together with a copy of your acceptance letter from the host university.	November - January
September-October	<b>IHK transfers the ERASMUS or IHK scholarships to your bank account, at your study start.</b> <b>Study start abroad</b>	February - March
February - March	Back home: Write report	August - September
March - April	Apply for credit transfer as soon as you have received your Certificate from the host institution.	September - October

## **Arranging your study abroad**

### **Why study abroad?**

The international element in education has a high priority in connection with study programmes at IHK. We have student exchange agreements with 150 institutions around the world.

As a full-time student at IHK, you have the great possibility of including a period study abroad in your IHK study programme as part of the studies. A period of study abroad will give you an important academic ballast as well as a cultural enrichment and personal challenges and network. You will be able to put the knowledge from your studies here at IHK into an international context. Furthermore, the linguistic skills and intercultural insight that you gain during your stay abroad will be of great importance for your options on the job market after graduation.

### **Who can study abroad?**

In principle all IHK-students can study abroad. To be nominated for an exchange place at one of IHK's partner universities, you are required to be a full time student and take a full course load at the partner university. You must have studied for 2 years before leaving for Study Abroad (~120 ECTS). And you must have passed all obligatory courses.

### **When can I study abroad?**

On 5<sup>th</sup> or 6<sup>th</sup> semester – as an alternative to the semester with elective courses at IHK.

You must pass all mandatory courses have to be passed before departure (i.e. 120 ECTS or more). This means that you must apply for an exchange place during your 3<sup>rd</sup> or 4<sup>rd</sup> semester.

### **Where to study abroad**

Generally, you have a world of opportunities! The dates for semester start vary at the different universities, so you will need to be flexible.

### **Two options**

- **Studying at a partner institution**

If you choose to go on exchange to one of IHK's university partners, you do not have to pay the tuition fees. IHK has about 150 university partners to choose among (a few universities partners may require you to pay tuition).

Note that many of the institutions outside of the United Kingdom, Ireland, Australia and the US also have programmes taught in English. Even though you have been selected for a tuition-free exchange, there may be other fees you must pay: administration fees, activity fees, library fee etc.

You can find the list of IHK University Partners at:

[www.ihk.dk/international/university-partners](http://www.ihk.dk/international/university-partners)

- **The option of studying at a non IHK partner institution** – with *SU study abroad grant for SU eligible students*

If, for some reason, you wish to study at a non-partner university, or if IHK only has tuition based Study Abroad places at a specific partner university, it is possible to study at another university as a free-mover. Please note that you will have to arrange *everything* yourself, you must be prepared to invest time and energy in preparing your stay, as all contacts to the coming host institution must be made by yourself. - Not all universities accept free-movers. If you are eligible for the Danish Education Grant (SU) and if you have a preapproval of a full semesters workload of 30 ETCS you can apply for a study abroad grant. In this way the tuition fees can be totally or partially covered by the Danish Education Grant.

See [www.su.dk/udland](http://www.su.dk/udland)

Begin well in advance, preferably a year in advance – often it can all be arranged and it may be well worth the hard work.

Remember that some partner institutions may require a certain level of your language test and of your general point average (GPA). (Grade point average = karaktergenomsnit)

## Sources of Information for your Research

Information meetings: Two information meetings about studying abroad will be held every semester one in Danish and one in English, all students are welcome. Dates and locations will be posted on CampusNet.

The websites of Partner Universities: You can find direct links to the universities at [www.ihk.dk/international/university-partners](http://www.ihk.dk/international/university-partners)

Travel reports: Written by IHK students who have spent a period of study abroad. The reports give the most recent information on host universities seen from students' point of view. You can read about the courses they have taken and how they found the housing. The travel reports are on **CampusNet>Engineering College of Copenhagen>File sharing>Studiecentret>Study Abroad**

International Forum: In April Exchange students at IHK will tell about student life at their home universities at a kind of Study Abroad Market.

Information material about the partner universities in cassettes outside of the Study Center is for all IHK students. Take a look and leave the material in the cassettes.

## Organizing your stay abroad

There are various ways of organizing and financing your stay abroad. It is important to investigate all possibilities and to begin planning early.

The preparation for a period of study abroad will require considerable time and effort on your part. There are no ready-made trips available – each one of you should use this opportunity to design a study programme which best suits your own academic and personal interests and needs. Look at the period of preparation as an important part of the whole process and use it to develop your vision of where you are heading after you have finished your degree at IHK.

When you have decided an institution among IHK's University Partners, you have to contact the International Coordinator: Marianne Schwarz-Nielsen (msn@ihk.dk) You can also contact the international coordinator of your study programme.

If you want to study at a university that is not on the list of IHK's University Partners, your choice has to be approved by the international coordinator of your study programme as early as possible in the planning process.

We cannot help you find internships, but there are internship coordinators at every study programme at IHK. And you may also get ideas for internships abroad by studying the internship report at CampusNet.

**CampusNet>Engineering College of Copenhagen>File sharing>StudieCentret>Study Abroad**

### Courses

You, yourself, have to find and choose the courses that can give you credits towards your ongoing degree from IHK. It is often a help to visit the universities' homepages, find course descriptions etc. The international coordinator of your study programme may also assist you.

The international coordinator of your study programme has to pre-approve your choice of courses.

You can find the application form for Pre-approval at:

**CampusNet>Engineering College of Copenhagen>File sharing>StudieCentret>Study Abroad**

### Deadlines at IHK (There are two)

Deadlines for applying for study abroad at a partner institution. If you want to study abroad in spring, the deadline for application is on 1 May a year in advance. For study abroad in autumn, the deadline is 1 December the year before.

The application forms for study abroad, for pre-approval of your planned courses and for scholarships can be downloaded from:

**CampusNet>Engineering College of Copenhagen>File sharing>StudieCentret>Study Abroad**

The application procedure may seem a little confusing, but the international coordinator is here to help you, so do not hesitate to ask if you need any help.

## **What about my residence in Denmark?**

Every semester about 200 exchange students are coming to IHK. If you want to sublet your flat/house/room, contact the StudyCenter and make an advertisement on the bulletin boards at IHK.

## **IHK Summer School**

If for some reason you are unable to complete a full semester of 30 ETCS during your period of study abroad, you can take one or two courses at the IHK Summer School, each 7,5 ECTS or 10 ECTS.

These summer school programmes (late June – early August) offer students the option of completing one or two courses in a multicultural environment.

Deadline for application is 1 May.

You can find further information on [www.ihk.dk/international/summer-school](http://www.ihk.dk/international/summer-school)

## **Financing your stay abroad**

You may start considering how to finance your period of study abroad as soon as possible. A good place to start is to make a budget of your expected. You can find examples of budgets and get an idea of what to include in your own budget at

**CampusNet>Engineering College of Copenhagen>File sharing>StudieCentret>Study Abroad**

## **Scholarships**

- ERASMUS – for IHK students. Or study abroad and un-paid internships in the EU/EEA-countries
- IHK Internationalization Scholarship for study abroad and un-paid internship outside the EU/EEA-countries

## **Applying for funds**

The boards of some foundations require particular application forms while others expect you to write your own individual application. You should be very careful in your preparation of such an application. Remember that the application will be the first and only impression, which the decision-makers get of you. Remember to include all required documents.

You can also apply for private foundations/scholarships. Search on the internet for them.

## **SU/ Danish Education Grant**

Students going abroad are expected to take their Danish Education Grant (SU) with them if they are eligible. Therefore, you can only receive the Danish Education Grant (SU) if your stay can give you full credit (30 ECTS for one semester) towards your degree from IHK. It is important that IHK students going on an exchange program remain registered as full-time students during their period of study abroad and do not apply for a leave of absence.

It is a condition for taking SU abroad that your studies have been approved for full credit transfer. You must inform the IHK SU-office that you are studying abroad or going on an internship for one semester.

For further information on SU see [www.su.dk](http://www.su.dk)

## **Preparing your departure**

When you have been nominated for an exchange place at one of the partner universities, you have to start planning your departure. In many cases it involves a lot of work and generally speaking: the further away from Denmark you are going, the more things you have to take care of.

The first and most important thing is to make an application for exchange to your host university. Before their deadline.

When making the application for your host university, please make sure to send all of the documents they are asking for before the listed deadline. The host university receives your application and you have not been formally accepted until they have admitted you and sent a letter or e-mail of acceptance. It is a good idea to submit your application as soon as possible and not wait for the deadline.

## **Insurance during your period of study abroad**

It is an absolute necessity to have health, travel and third party liability insurance when you leave for your period of study abroad.

### **Health insurance**

When you travel as a student (and not as a tourist) you are not covered by your Danish National Health Insurance card, unless you are studying in one of the Nordic Countries. This means you must make arrangements for health insurance even if you are studying in another EU country.

During a period of study in the EU, a citizen of another EU country will be treated as a temporary resident of the host country, with a blue health card. This blue European Health Insurance Card is necessary for students from Europe to access health care services during study abroad. Therefore, remember to obtain the European Health Insurance Card. It will help you save time, hassle and

money if you fall ill or suffer an injury while studying abroad. You can get the card at the Social and Health Authorities in your home municipality. It is free of charge.

### **Travel and liability insurance**

As the blue health card does not cover anything else but your health

[www.studenteforsikringen.dk](http://www.studenteforsikringen.dk) can help you with cheap insurance and a good coverage.

Especially the third party liability insurance is essential.

## **After your return**

### **Compulsory report on your period of study abroad**

After your study abroad, you must hand in a report to the International Office no later than one month after the completion of the study period, regardless of the date on which you actually return. The report is required to keep the scholarship you have received from IHK or EU-Erasmus.

You can find the report form of student reports at:

**CampusNet>Engineering College of Copenhagen>File sharing>StudieCentret>Study Abroad**

## **Checklist for your Study Abroad**

- Begin researching your options well in advance, preferably a year before your planned departure.
- Participate in one of the information meetings arranged at IHK. Time and place will be posted on CampusNet.
- Check [www.ihk.dk/ihk/international/university-partners](http://www.ihk.dk/ihk/international/university-partners) for information about our partner universities.
- Read the travel reports written by former exchange students. These reports can give you valuable recent information on academic, as well as cultural and social aspects of the university and the country in question. You can find the travel reports on **CampusNet>Engineering College of Copenhagen>File sharing>Studiecentret>Study Abroad**
- Be inspired at the International Forum held in April, where you will meet exchange students from IHK's partner universities.
- Check the formal requirements for exchange, plan for your language test. If necessary, take a language course and take the language test, before the deadline of the host university.
- Before deciding which universities to apply for, you have to check if they offer the courses you need for credit transfer during the semester you'll be there. If you are not sure about the choice of courses in order to get a pre-approval of your study-program, make an appointment

with your international coordinator of your study programme to discuss this. Remember to bring copies of the relevant material on the courses at your potential host university.

- Apply for exchange before 1 May or 1. December to IHK.
- Begin applying for financial support as soon as you know where you would like to go. Do not wait until you have been granted admission to your chosen host university, you will be too late. Be thorough with your application.
- Once you have been nominated for a place at a partner university, begin your application for pre-approval of your credit transfer. Check the procedure of your study program.
- Do not postpone searching for and filling out the application material from your host university. Read it thoroughly and ask if you are in doubt. Make sure to send the application to your host university by their deadline.
- Make a budget. Make sure your passport is valid for the whole period. Check visa rules.
- Health-, travel- and liability insurance.
- Make contact to IHK students who have studied at your host institution and check if there are exchange students at IHK from your coming host University.
- Remember to send a Student Report to the international office after your return home. The guidelines can be found at **CampusNet>Engineering College of Copenhagen>File sharing>StudieCentret>Study Abroad**

On CampusNet you can find:

Application form for exchange places

Pre-approval for courses (Learning Agreement)

Erasmus Scholarship Application Form

IHK Internationalisation Scholarship form

Information about Insurance

Examples of Scholarships applications and budgets

Links to more information

Student reports

Student reports forms

[www.i hk. dk/ international/ university- partners](http://www.i hk. dk/ international/ university- partners)

[www. s. u. dk/ udland](http://www. s. u. dk/ udland)

[www. i hk. dk/ international/ summer- school](http://www. i hk. dk/ international/ summer- school)