

EXPLORE. EXCHANGE. EXPERIENCE.

Guide for international students.

# Student Handbook



University College  
South Denmark

# Welcome

## About us

Welcome to UC SYD, University College South Denmark and an international environment that hopefully will give you professional as well as social challenges over the next semester.

UC SYD offers a wide range of higher education study programmes and courses at all levels, with an emphasis on first-cycle bachelor degrees in the field of Educational Sciences, Health Sciences, Social Sciences and Communication Sciences.



Geographically, University College South Denmark covers Southern Jutland and has more than 6,500 students and 700 members of staff.

UC SYD offers Erasmus+ courses on our campuses in Esbjerg, Haderslev and Aabenraa: Furthermore we welcome students in internship in the entire region of South Denmark.

With this handbook we wish to give you the best possibilities to prepare as well as enjoy your exchange stay with us.

Best regards

International Department, UC SYD

# The process

## The Process

To become an exchange student at UC SYD, you must be enrolled as an active student at one of our partner institutions. Your international coordinator at your home university will nominate you by contacting the International Department at UC SYD. You will then receive a link to our online application portal, MoveOn, where you must submit your application. Deadline is 1 November for spring courses and 1 May for autumn courses.



## Erasmus + Courses offered at UC SYD

Campus Esbjerg Autumn semester	"Inclusive Practice" For primary and secondary teacher students
Campus Haderslev Spring semester	"Living and Learning Together" For primary and lower secondary teacher students
Campus Aabenraa Autumn and spring semester	"Crossing borders" For pre-school and primary school teacher students

You can read more about the courses on [www.ucsyd.dk/international](http://www.ucsyd.dk/international) and in our leaflet "Bring the World Home".

Shortly after deadline you will be informed if you have been accepted. If so, you will receive an acceptance letter from us along with practical information about the course and your stay at UC SYD. You will also get info about accommodation, your buddy/tutor and the intro days in the beginning of the course. Furthermore we will ask you to submit a learning agreement.

When you finish your stay with us, we will send you your transcript of records, a letter of confirmation and the final part of your learning agreement.

**” The process of applying was very easy. I could always contact the international department if I had any questions**  
*Exchange student from Japan*

# How to get here

All our campuses are located in the southern part of the peninsula of Jutland. In this region we have Billund Airport, from where you can take buses to our campuses.

You can also fly to either Copenhagen Airport or Hamburg Airport (Germany) and take a train from there.

We recommend that you fly to Billund as this is closest to the campuses, but we also know that this airport is smaller and has fewer connecting flights.

Please be informed that you must arrange transportation from the airport to your accommodation on your own.

Your buddy or tutor from UC SYD will however offer to meet you on the local bus station and help you get to your accommodation.

Visit [www.rejseplanen.dk](http://www.rejseplanen.dk) to plan your trip inside Denmark.

## **Esbjerg**

Campus Esbjerg is located 60 km from Billund airport. There are two public buses from the airport to Esbjerg (line 144 and line 944X). This journey takes approximately one and a half hours.

Copenhagen airport is 300 km from University College South Denmark (UC SYD). If you plan on travelling here, you can take a train from the airport or Copenhagen central station to Esbjerg. The trip takes four hours.

Esbjerg has direct connections to the motorway, E20.

## **Haderslev**

Haderslev is situated approx 75 km from Billund Airport. There are busses to the cities of Kolding and Vejle from the airport. From here you can go by bus 900X or 134 to Haderslev.

Haderslev is on the motorway E20 and is situated approx 45 km North of the German border.

## **Kolding**

Route 166 by bus, Sydtrafik, will take you direct from the airport to Kolding. It's a 45 km journey (1 hour).

## **Aabenraa**

You can get from Billund Airport to Aabenraa by bus and train. There is not a direct connection from the airport to Aabenraa so you have to visit [www.rejseplanen.dk](http://www.rejseplanen.dk) to find a plan for your trip.

You can see the cost of every trip on the website.

There are about 100 km from the airport to Aabenraa.



# Learn more about the campus cities

## **Esbjerg**

When you arrive in the city, you will be amazed at what has taken place in the space of just 150 years. It all began with a harbour for the exporting of agricultural goods, then the mushrooming fishing industry came, with more than 600 vessels, and now Esbjerg is the country's energy metropolis. Apart from being a base for oil and gas in the North Sea, the city boasts the largest wind turbine park in the world. A pioneer spirit and entrepreneurship continue to fuel this impressive development. From the harbour you can take the new pedestrian accessway, Landgangen, and walk along the harbour front to the city centre with its great, varied shopping opportunities, a rich café life and eateries to suit every palate. Esbjerg has acquired big city qualities. From the city's landmark down by the water, the huge statue "Man Meets the Sea", you can gaze out towards the holiday island of Fanø, only a 12-minute ferry crossing away. In the space of 30 minutes you can reach some of Denmark's best North Sea beaches, and you are on the doorstep of the Wadden Sea National Park, which is a Unesco World Heritage attraction.

## **Haderslev**

Sun, beaches and yachting life. Castle, Middle Age and Renaissance. Magnificent outdoor experiences in the lush valley formed in the last Ice Age. Lots of culture and special shops with everything from culinary delights to unique arts and crafts. Haderslev Municipality has a little bit of everything. From the waters of Lillebælt in the east to Gram Castle in the west we always have something to offer. No matter whether you are young or old, whether you like camping and bathing or charming cobbles and historical tours of town. And no matter whether you like canoeing or shopping, visiting castle or prefer to enjoy the southern Jutland "sausage table".

## **Aabenraa**

The town was originally a fishing village, which in the 18th and 19th centuries developed into a maritime and shipping town.

Today the area is to a great extent still characterised by its past as one of the country's most important regions in terms of shipbuilding.

Aabenraa offers a lot of different opportunities, if it is shopping, sights, concerts, nature – you can find it here. You will also find the longest, continuous shopping street in Denmark, which has a lot of specialty shops. Forest, beach, history, specialties – Aabenraa has it all.

## **Kolding**

The history of Kolding can be traced back to the year 1231, when the city appears in writing in King Valdemar's book of land taxation.

Back then, Kolding was located in the outermost border area of Denmark and therefore the town had a strategic importance for former kings and queens.

The city developed into a thriving trades- and crafts city, which along with its stunning castle, still characterizes Kolding today. Kolding is also known for design and architecture.





# Arriving to Denmark

## Before your Arrival

### EU Students

Before "take-off" ensure you have:

- European Health Insurance Card (EHIC)
- Your own liability/travel insurance
- Information on residence permit and photos for the application
- A police clearance certificate

### Non EU students

You must apply for a residence permit before you come to Denmark. This process will be initiated by University College South Denmark once you have been accepted as a student by the University. You can read more about the application procedure and required documentation here:

<https://nyidanmark.dk/en-GB/You-want-to-apply>

### Nordic citizens

You are free to enter, reside, study and work in Denmark. You do not need a visa, residence or work permit.

### Getting a CPR-number

After arriving in Denmark there are some important things you must take care of.

The most important is to register with the authorities and get your CPR-number as soon as possible. You can start the process before you start your studies, and we will also help in your first week of studying with us.

All Danes have a personal Social Security Number called a CPR-number. This is used for almost all your dealings with the Danish authorities, such as the health care system.

You will need a CPR-number to gain access to the authorities' self-service online system, to open a bank account, to buy a phone, get a gym membership, and

much more. When staying at UC SYD for more than three months you must have a CPR number.

When you are registered, you will receive a public health insurance card (known as 'the yellow card' due to its colour), which gives free access to medical examinations and treatments with a few exceptions (e.g. dental care). You can read more about the yellow card and what it covers/does not cover here:

<https://studyingindenmark.dk/live-in-denmark/health-safety/healthcare>

To register with the CPR, we will accompany you to the Citizen Service Office (Borgerservice). You must bring your passport and registration certificate/residence permit.



# Travel in Denmark

## Rejsekort

Rejsekort (travel card) is an electronic ticketing system for travelling by bus, train, and metro. Rejsekort unites the different transport operators, travel zones, ticketing systems, and discount schemes into a common system, which makes it easier for passengers to use public transport services in Denmark.

For more information go visit the website:

[https://www.rejsekort.dk/?sc\\_lang=en](https://www.rejsekort.dk/?sc_lang=en)



## Ungdomskort

The 'Ungdomskort' (youth card) gives you a rebate on travel between your home address and campus/place of training.

Once in Denmark, you can apply for and purchase a Ungdomskort through the public transport self-service portal 'Mit Ungdomskort'.

If you need to do a period of practical training as part of your course, you can apply for the addition of a secondary journey between your home and where you do your training / practical learning. You'll need to ask your school/college to approve your application. Once you have done this, you can order the revised Ungdomskort free of charge for your additional travel to and from where you do your training.



# Student services

# International Office

## Student service

UC SYD has two international Mobility Officers who can help you before, during and after your stay. The officers are happy to help you with various practical and administrative matters such as application, accommodation etc. You can meet the International Mobility Officers on campus and you are always welcome to e-mail or call them.



**Campus Esbjerg, Kolding, Aabenraa**  
International Mobility Officer  
Jane Klæsøe Koefoed

+45 7266 3022  
jkly@ucsyd.dk

Find me here:  
Room 4207 Campus Esbjerg  
Room D.0.21 Campus  
Aabenraa (Tuesdays only)



**Campus Haderslev**  
International Mobility Officer  
Anne Jeppesen

+45 7266 5011  
acje@ucsyd.dk

Find me here:  
Building A Room A17 Campus  
Haderslev

## Practical info from the Student service

When you are accepted as an exchange student, you will receive a specific e-mail address from us. We will be communicating to you via this before and during your stay here. You will receive e-mails from either our personal UC SYD-e-mail address or from our online application portal MoveOn. Remember to always check your spam filter for e-mail from us.





# Accommodation

## How to find accommodation

When you are accepted as an exchange student at UC SYD, the International Department will help you find accommodation. Prior to your arrival, you will receive more info. You can choose to make use of this service or you can decide to find your own accommodation. We have access to both single and shared rooms in student flats. We cannot guarantee which kind of room type you will get. Please note that the rooms differ in size and your room is sparsely furnished (bed, lamp, desk, chair and wardrobe) and the kitchen is sparsely equipped with pots and table ware.

### House rules:

You must keep your room clean and tidy and help each other with cleaning all the shared areas, such as; kitchen, refrigerator, oven, bathroom, toilet and entrance.

### If you wish to find accommodation on your own Esbjerg

<https://www.businessesbjerg.com/en/study/leisure/student-housing/>

### Aabenraa

<https://www.aabenraa.dk/vores-kommune/english/why-aabenraa/newcomers/>

### Kolding

<https://studenterguiden.dk/>

### Haderslev

[https://www.voresstudiebolig.dk/regionsyddjylland/haderslev/?estate\\_types=2%3B9&campid=studieboliger.nu](https://www.voresstudiebolig.dk/regionsyddjylland/haderslev/?estate_types=2%3B9&campid=studieboliger.nu)



# Insurance

When studying in Denmark, the Danish educational institutions cannot be held liable in the event of loss of property. Therefore, we strongly recommend that you get an adequate and suitable insurance before leaving your home country.

There are different insurances depending on your country and your insurance company. Therefore, we encourage you to contact your insurance company and get their assistance in finding the most suitable insurance. You can read more about recommended insurance at [Studyindenmark.dk](http://Studyindenmark.dk).

## Healthcare

The Danish healthcare system offers equal and universal access for all residents. However, depending on your citizenship, you may have to pay for your medical treatment in Denmark. Read more here:

<https://lifeindenmark.borger.dk/healthcare/the-danish-healthcare-system/how-the-danish-healthcare-system-works>

## Nordic country citizenship

As a Nordic country citizen, you are entitled to the same medical treatment as a Danish citizen. This means you are entitled to public healthcare services for free with some exceptions such as dental care and physiotherapy.

## EU/EEA or Swiss citizenship

If you are an EU/EEA or Swiss citizen, covered by a statutory health insurance, and have a European Health Insurance Card (EHIC), you can access any healthcare service that becomes medically necessary during your stay in Denmark.

## Non-EU citizenship

All non-residents staying in Denmark are entitled to emergency hospital care free of charge in the event of an accident, childbirth, acute illness or

sudden aggravation of a chronic disease. All other healthcare services must be paid for by you or your insurance company.

If your stay in Denmark is shorter than 3 months, we strongly recommend that you obtain a health insurance in your home country to cover the cost of a visit to a doctor or a hospital.

If you stay in Denmark for more than 3 months, you need to register for a CPR-number. When doing that, you will receive a national health insurance card that proves you are entitled to free public healthcare services in Denmark.



# Being a Student at University College South Denmark

## Fredagscafé

Every Friday on every campus, at UC SYD, you'll find a "fredagscafé" for all students where you can meet fellow students and become part of a great student environment on and off campus.

## ESN (Erasmus Student Network)

The values of Erasmus Student Network that all members stand and work for are: unity in diversity, diversity in the unity (we all have different backgrounds, but share one common aim and goal), students helping students (we passionately commit ourselves to volunteering for the benefits of others), fun in friendship and respect (we enjoy relations based on respect), international dimension of the life (we are open-minded, mobile, like to discover and explore, to co-operate and to interact to break borders), love for Europe as an area of peace and cultural exchange (we live and benefit from the cultural richness of Europe to the utmost), openness with tolerance (we understand and accept others and learn from them), cooperation in the integration (we share an holistic view towards internationality).

ESN has their own facebook page: ESN Haderslev.

## Tutors/buddies

When you start your studies with us, you'll be assigned a Danish or International student as your tutor or to help you get acquainted with studying in Denmark and in Esbjerg, Kolding, Haderslev and Aabenraa.

## Activities "Foreningskultur"

Unique to Danish culture and socialising is the emphasis on 'foreninger' (associations). This Danish/Scandinavian concept has been a pillar of civil society for almost 150 years. A "forening" is a democratic, membership-based organisation run by volunteers with a common theme, goal, or activity.

Around 90% of all Danes are members of at least one forening, so chances are there's a relevant one for you

out there as well.

Getting involved in a forening is not only a good way to meet new people; it is also a great way to see one of the culturally specific "very Danish" institutions at work.

If you join a forening to play sports (instead of the local "pay & go" gym), not only do you get to do the sports, but there are normally also a host of other activities connected to it, like parties, fundraisers, committees to join within the club, etc. Therefore, it is a great way to meet many Danes and form a network.



# Good to know

## Tobacco

UC SYD has implemented a total ban on the use of all tobacco products as of 1 January 2021.

This means that you are not allowed to smoke tobacco or use e-cigarettes, chewing tobacco and snuff on or in any of UC SYD's campuses, buildings, and outdoor areas. The use of nicotine gum is allowed. For questions related to this, please contact your head of studies (studieleder).

## Valuta

In Denmark we have the Danish krone and not Euros.

If you like to know more about your host country, please visit Denmark's official website at [www.denmark.dk](http://www.denmark.dk)



## Links

[www.nyidanmark.dk](http://www.nyidanmark.dk)

[www.studyindenmark.dk](http://www.studyindenmark.dk)

[www.srg.dk](http://www.srg.dk)


Studenterrådgivningen - Student Counselling Service

For further information please contact

**UC SYD**  
International Office

Degnevej 16  
6705 Esbjerg Ø  
Denmark  
[international@ucsyd.dk](mailto:international@ucsyd.dk)

[ucsyd.dk/int](http://ucsyd.dk/int)



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