**Objective of the “Need to Know” Document**
The Need to Know document is an advising tool written by a Berkeley Study Abroad adviser to review program specific details that may impact a student’s decision to apply for an EAP program. The document is not a summary of eligibility requirements, academic, housing, application and other logistical details freely available to students on the UCEAP and BSA website, and reviewed by a student in the Program Self-Assessment. The best source of detailed program information is always the UCEAP Program Guide from the prior academic cycle. If any concerns you have are not addressed on the UCEAP website, in the Program Guide or Need to Know document, please contact the BSA adviser for this program.

**Advisor Contact Information**
For BSA Adviser name, email and drop-in advising hours, visit [http://studyabroad.berkeley.edu/contact/advising](http://studyabroad.berkeley.edu/contact/advising)

**Non-US Citizens**
Non-US Citizens currently have to travel to the Danish Consulate in Washington, D.C. to obtain biometric references for the Denmark residence permit a month before departure for the program. This obviously involves extra expense for the applicant. Check with the Advisor regarding possible changes in regulations.

**Extending your program in Denmark**
Extensions are possible if you are in good academic standing and meet the GPA requirement for the Fall/Year programs. You can extend ONLY if you have acquired a Residence Permit for the semester you wish to extend to before departure for Denmark. UCEAP will obtain the proper letter from Copenhagen University so that you can apply for the residence permit you need. Indicate your interest in extending by filling out the Departmental Approval to Extend Form in the EAP application.

**Fall, Spring & Year Program Intensive Language Program**
Fall and Year students participate in a 3-week introductory course in Danish Language & Culture in the first three weeks of August. Language instruction in the morning is followed by social and cultural activities in the afternoon.

**Danish Language Instruction**
Semester & Year students may take semester-long Danish language courses in the Fall and Spring semesters.

**Housing Application**
Students will apply for housing when they fill out the University of Copenhagen application, either in April or October, depending on the term of study.

**Housing for All Programs**
The housing market in Copenhagen is extremely tight. You will be assigned a room in a residence hall, a rented room or an apartment, depending on your preference as well as housing availability. Within these options you may live with Danish students, EAP students or international students. Students do not always get their first choice of housing, so try to remain as flexible as possible. Your housing may or may not be close to where you take class. The University of Copenhagen is in an urban setting, the departments and faculties are spread out around the city, and you will have to travel by either bicycle or metro to get to class and back to where you live. Traveling times can be from 20-30 minutes between home & class.

Some students want to wait until they arrive to find housing, maybe by living with a friend or in a hostel for a while. Since housing in Copenhagen is both scarce and expensive and the less expensive housing tends to be far from the city center be aware that finding inexpensive housing isn’t easy. You will spend the first couple of months looking before you find something and if you live outside the city center you will also have to spend money on traveling longer distances from home to school. You should decide whether this situation is really worth the extra trouble and expense. The expense spent on transportation might negate any savings on rent.

**Housing Deposit + One Month’s Rent Required Before Departure!**
There is a sizeable up-front cost for the housing deposit + one month’s rent, currently about $1900, that is required in May/early June or November/early December, before departure for the program, and before financial aid is disbursed. Students should plan to have a way to pay this: credit card, loan from parents, etc. Students living in kollegiums will be required to pay the remaining total housing cost two weeks after the program starts.
Spring Program Intensive Language Program & Housing

Spring students participate in a 3-week introductory course in Danish Language & Culture in the first three weeks of January. Univ. of Copenhagen housing starts after the end of the three week program, but students can write to the Study Center Program Coordinator in Copenhagen to request an early move into housing.

Scandinavian Culture Courses, “Danish Culture,” “The Vikings”

These courses were some of the first courses to be developed at University of Copenhagen, or “KU,” to be taught in English for the international student population. They tend to be academically easier and fun, and are offered in many disciplines. There are certain trade-offs to taking these courses. You won’t find any Danish students in these courses, only international students, so you will miss any social activities organized in the departmental courses for the degree-seeking students. Try to take a mix of Scandinavian culture and regular KU courses for a more integrated experience into student life at the university.

There are also many Danish culture courses in the Social Science Faculty.

Filling out the KU Host University Application

After EAP selection KU will ask you to fill out the host university application. In deciding which faculty (department) to apply to, choose the field of study you have substantial background in. If you apply for more than one faculty or department you will slow down the process of final admittance by KU, because each department will have to scrutinize your academic record to make sure you have enough background preparation to take courses in that department. As an international exchange student, once you are admitted to any faculty, if you want to take one or more courses in another faculty you will be able to contact the department and get admittance. For example, if you are a history major at UCB and have junior standing with all prerequisites finished and some upper-division coursework in your major, applying to the Department of History would be a great choice because that faculty will be very likely to admit you. You can then take courses in political science, Scandinavian literature and anthropology by contacting those departments later on and getting admitted. In this way you won’t have to worry about having extensive background in any field to take a course in that field. If, on the other hand, you want to take an eclectic mix of courses and so apply to four different departments without sufficient background in each of those departments you will have a very long wait and several possible rejections before finding out if you’re officially accepted by KU. You’ll be waiting until well into November/early December for spring admittance or late May/June for fall admittance. This may conflict with dates to secure the appropriate KU admittance letters in order to apply for the residence permit. So remember, the rule of thumb is to apply to one or no more than two departments and make sure you have background in those subjects.

Scandinavian Culture courses just for international students are not tied to any department. You don’t have to apply to a particular department to take one or more of those courses (Danish culture, the Vikings, etc.) The Faculty of Social Science also has courses about Danish Society, such as the Danish Welfare Model, Denmark in the EU, and the Danish Economic System, that you don’t need to be admitted to the Faculty of Social Science to enroll in.

Mentor or Buddy

There will be a question on the KU host university application about whether you would like to be assigned a Danish student as a mentor or buddy. If you answer ‘yes’ you will be assigned a mentor group from the faculty you’ve been admitted to. A mentor or buddy may not be available right when you arrive in Denmark for the start of the program because school starts three weeks later for regular KU students. But often they are around and they will do some nice things for you, like pick you up at the airport and escort you to where you’ll be living after having picked up the key to your room. They’ll also invite you on outings during the semester with your mentor/buddy group.

If you don’t request a mentor on the KU application you can always write later to KU Admissions and ask to be assigned one.

KU Course Data Base

KU has one data base that lists all courses offered for the academic year. It is available for the upcoming academic year on May 1st.

Academic Differences between UC and KU:

Required Units

Students are required to take a normal load of 30 ECTS credits each semester in the Danish system. A 4-semester unit course at UCB would be equivalent to a 7.5 ECTS-credit course in Denmark; four 7.5 ECTS courses amount to 30 ECTS credits. Some courses are offered for 10 or 15 ECTS credits, depending on the work involved in the course. Students should plan to take 3 or 4 courses per semester to do the required number of ECTS credits.
Block Courses & the “Quarter” System
The Life Science Faculty is a separate school that very recently merged with the Science Faculty within the larger Copenhagen University. In the new Science Faculty courses are taught in block periods. The semester is divided into two 8-week periods; each is called a “block.” The first 7 weeks of the block are for instruction and the last week is for the final. Students typically enroll in 2 courses per block. One block is also considered a “quarter” in the Danish system. In the Science Faculty or departments the Danish academic year consists of 4 quarters or four blocks. Blocks 1 & 2 are in Fall Semester and Blocks 3 & 4 are in Spring Semester.

At KU in the Fall semester block 2 lasts from the third week in November until the end of January. Because UCB students who need to return to the U.S. for the holiday period and the start of spring semester at UCB would miss the last 3 weeks of the course, including the finals period, it is recommended that students not take Science courses in Block 2, but rather take a semester course that would permit an early final exam. Year or Spring students don’t have worries about Science of the course, including the finals period, it is recommended that students not take Science courses in Block 2, but rather take a semester course that would permit an early final exam. Year or Spring students don’t have worries about Science courses in the 2nd block of the semester because they can remain to the end of the course. (See Final Exams and Fall Semester, Early Departure before Winter Holidays.)

Semester Courses
All other KU faculties have semester-long courses, with a few possible exceptions. It’s possible for a student to take one or two semester courses simultaneously with one or two block courses. All instruction for semester courses ends at or by the end of December, sometimes even as early as November. It is possible for a semester course to have a final in January.

Fall semester, Early Departure before Winter Holidays
When choosing courses for fall semester the student should pay close attention to the exam dates listed in the course description. It may be possible to arrange an early exam if the exam format is a final paper but it’s important to check on the course description and with the Exam Coordinator whether the paper can be handed in electronically or if a printed copy must be handed in personally.

Grades, Professor Accessibility and Courses
In Denmark the final exam is often the sole determination for your grade in the course. This may seem intimidating, but if you are ever uncertain about what to study or how to prepare just approach your professor. Professors at KU are informal (first-name basis) and very accessible and will be happy to answer any of your questions. Classes are small by UCB standards. A course with 50 students is considered a large course and most have from between 15-30 students. Danish grades are evaluated by the Study Center Coordinator according to a pre-announced grading scale that you will be informed of during the orientation. The grading scale interprets the grade in the Danish system in order to give you a “fair” grade in the UC system.

If a course is listed as being offered “Pass/Fail” then it cannot be taken for a grade, similar to our system.

Final Exams
The final is created & the date for the exam is set by the person or persons teaching the course. There may be a variety of final exam types offered, in other words, a choice of a written exam, a final paper, an oral exam, etc., offered on different days and times during exam week. The options will be listed in the course description on the KU website. The student has the option of choosing a preferred method for the final exam, but the rule is that the dates set for the final exam in the course description cannot be changed, so the student cannot necessarily negotiate an exception to the rules. The course description will also say whether the course will be taught in Danish or English; the final will be given in the same language. There are two other differences worth mentioning regarding finals: First the final exam is given by the professor in tandem with an External Reviewer who doesn’t know the student. This is to ensure impartiality & fairness in grading. Second the student arranges to take the final exam and hands in any required work, such as a final paper or a final group report, through an Exam Coordinator. The student must make arrangements for the final exam and submit any paperwork according to the instructions of an intermediary called the Exam Coordinator, not the professor of the course.

Academic System: Undergraduates can take 1st Year Masters level courses
The Danish academic system consists of three years of undergraduate study followed by 2 years of graduate study, with most students continuing on for a graduate degree. Undergraduate instruction is Level 1, 2 or 3, with Level 1 being introductory. Levels 4 & 5 are graduate courses. Almost all KU faculties/departments, including Science, offer courses in English at the Masters level and courses in Danish at the Bachelor level, although there are some exceptions. Undergraduates can take first-year Masters courses or “400” courses. Because the Danish System is a 5-year degree, 3 years for the undergraduate and 2 years for the graduate degree, 4th year Masters courses are similar to upper-division courses in the major at UCB and juniors and seniors can take them.

In addition to Masters courses in English, the Science faculty has quite a few “300” or third-year courses in English for mixed Bachelor & Master-level students for 7.5 ECTS credits. There will be a few of these mixed courses in most other faculties, too.
Language of Instruction
The course description for any course will always specify whether the course is going to be taught in Danish or English. For undergraduate courses taught in English the professor may ask on the first day of class if the students have a preference for either language. You'll need to speak up if you need the course to be taught in English, especially if you're the only international student in the course. This statement appears in course descriptions for the Science department: "The course will be taught in English unless there are no international students, otherwise it will be taught in Danish." If the course is listed as taught in Danish the language of instruction cannot be changed.

Group Projects
Group work or group projects are often required in KU courses, especially at the Masters level. This is not something to be avoided because it yields some nice outcomes. You will not only get to know Danish students while doing group projects, but also many interesting international students from all around the world who are studying at KU. These students socialize together at the departmental "happy hour" or coffee breaks and organize group trips, often related to the work the class is doing, to interesting places, often to other cities in Europe. Taking at least one course in your major with a group project will often include you in the regular KU students' social lives. Group work is often presented in class and it gives you good preparation for how to take an oral final exam. You will learn to use the correct terminology in discussing your academic work and also how to defend your arguments during the oral exam. This is also a way for the professor to get to know your academic work when you and your group present to the class. It will be also be valuable preparation for graduate school in your field of study. You may not have as much time to travel on the weekends because of group work but you will make lasting friendships with your classmates.

Research
Students can do research in lieu of taking courses. Research can be combined with course work to obtain 30 ECTS credits. To find a research group or a project you’d like to work with you can email the professor of any course you think might be related to your research interests to find out if there are any projects being conducted by Masters, Ph.D. or postdoctoral students that you could work with. The Study Center Coordinator and the department will help you work out the number of units that the research will count for. Normally a paper is required at the end of the research project, in lieu of a final exam.