



# Guide for International Students





## Welcome to Jelling

This guide is intended for exchange students at University  
College Lillebaelt, Denmark.

It contains information that we hope will be useful for you during  
your exchange in Denmark.

Wishing you a pleasant stay in Jelling!



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## About University College Lillebaelt

We educate social educators, teachers, nurses, radiographers, physiotherapists, occupational therapists, biomedical laboratory scientists, public administrators and social workers.

University College Lillebaelt covers part of the Southern Region of Denmark and has approximately 7,000 students and 700 employees.

University College Lillebaelt delivers educational programmes of the highest quality with research based education and a focus on practical training.

At University College Lillebaelt, students are encouraged to begin a lifelong personal and professional educational journey. We give students the opportunity to become more independent, reflect on their professional and personal development and begin a professional career.

University College Lillebaelt is spread out over the Southern Region of Denmark in four cities from Vejle and Jelling in Jutland to Odense and Svendborg on Funen. The administration is placed in Vejle and the International Office in Odense.

**We look forward to seeing you on campus!**



# The Danish Way of Teaching

Danish higher education has a long tradition of combining academic excellence with a dynamic and innovative approach to education and research.

Danish higher education is well-known for its high international standards. Educational institutions offer a dynamic study environment, emphasizing independent study, initiative and project-oriented learning. Studying in Denmark can be an excellent stepping stone for your future career, and will provide you with new skills and a unique experience.

## **Studies**

As a student at a Danish higher education institution you are expected to play an active role in your learning process, and take responsibility for planning and carrying out your projects, either independently or together with other students. In addition to attending lectures you will be expected to participate in discussions and continuously develop your critical thinking and analytical skills.

For international students, the Danish approach to teaching and learning can introduce a whole new way of studying and thinking, which will challenge you and provide you with an excellent platform for your future career.

## **Practice placements**

During the practice placement you will gain valuable hands-on experience within your field of study which will prepare you for entering the “real life” after finishing your studies.

Although you will be assigned to a supervisor, it is important that you are independent and take responsibility for your own learning, as this is an important part of the Danish way of learning and it helps you to gain the most of your practice placement.

## The Danish Grading System

The 7-point grading scale used in Denmark is compatible with the ECTS grading scale. Pass/fail assessments may also be used.

12	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.	A
10	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	B
7	For a good performance displaying good command of the relevant material but also some weaknesses.	C
4	For a fair performance displaying some command of the relevant material but also some major weaknesses.	D
02	For a performance meeting only the minimum requirements for acceptance. <b>(This is the minimum grade for passing an exam).</b>	E
00	For a performance which does not meet the minimum requirements for acceptance.	F
-3	For a performance which is unacceptable in all respects.	F

# Studying at University College Lillebaelt

## Academic calendar

The autumn semester: Starts in August or September and ends in December or January.

The spring semester: Starts in January or February and normally ends in June.

## Holidays

Summer holiday: July 1st until August 31st.

## Public holidays

January 1<sup>st</sup>, New Year's Day (Nytårsdag)

Thursday before Easter, Maundy Thursday (Skærtorsdag)

Friday before Easter Sunday, Good Friday (Langfredag)

Monday after Easter Sunday, Second day of Easter (2. påskedag)

Fourth Friday after Easter, Prayer Day (Store Bededag)

Ascension Day (Kristi Himmelfartsdag)

Monday after Whitsunday, Second day of Whitsun (2. pinsedag)

June 5<sup>th</sup>, Constitution day (Grundlovsdag)

December 24th-26th Christmas Eve, Christmas Day and Second Day of Christmas (Juleaften, 1. og 2. juledag)



# Housing Guide

The purpose of this guide is to provide you with all the necessary information about your housing arrangement.

## Accommodation

Student flats/rooms are situated in the student residential area: Højagerkollegiet, Ringvejen, 7300 Jelling, or on campus: Jernbanevej 6, 7300 Jelling

The rent is to be paid every month, and besides this there is a housing deposit. Some of the deposit is refundable after your stay. Furthermore, an amount of DKK 250 is to be paid in administrative expenses.

## Deposit for accommodation

Unless other arrangements have been made, we ask you to pay your deposit **before arrival**, making a bank transfer to:

Banking details:

Name: Danske Bank

Account: 0216-40690-78060

Iban no.: DK64-0216-40690-78060

Swift/BIC: DABADKKK

Please include name and “exchange Jelling”.

## Tenancy Agreement

When you arrive, you will have to sign a tenancy agreement to rent a flat. At the time of signing the agreement, you should note that the dates are binding from the beginning of the month and that you have to pay for three or four full months.

## The Rooms/Flats

All flats are furnished, but you will have to bring bed linen and towels. There are kitchen utensils in all flats. In case something is missing, please contact Margit Lund Kallestrup in the student office.

Take good care of all the things, and make sure that kitchen utensils are clean and in place before you leave.

## **Keys**

Upon arrival you will receive keys to your room.

Shortly after arrival, your tutor will help you get a personal student ID card at the student office. Please take good care of card and keys as lost keys will require new locks at an approximate cost of DKK 4000.

## **Living in the flat**

There are no cleaners, so it is your own responsibility to keep your room clean. Consult your flat mates about a cleaning schedule for the common areas, as you share the responsibility for keeping this area clean and tidy. Please remember to defrost the fridge now and then.

## **Repairs**

If something needs to be repaired - such as dripping taps or other technical problems - please ask your tutors or Margit Lund Kallestrup for help. Please notice that tenants are always responsible for any damage done in their flats, including damages done by their guests.

## **Mail**

Mail will be delivered directly to you or to the student office at the college.

## **Internet**

There is wireless internet in your flat on campus. Your tutor will help you to get access to the internet.

## **Laundry**

There are washing facilities both on campus, and in the residential area. Your tutor will show you where and how to wash.

## **Waste disposal**

Please notice that in Jelling, waste must be sorted before leaving it in the waste containers (If in doubt, ask the janitors):

- Green bags: Domestic waste
- Black bags: Paper, plastic etc.
- Glass: In the glass container
- Problem waste: In the blue box

## Moving out

When leaving, you are responsible for cleaning your room/flat.

- Take out all waste
- Sweep and wash the floor, clean the tables, doors, wardrobes, also from the inside with a detergent
- Clean the kitchen and bathroom with detergent, making sure all kitchen utensils are cleaned.

Housing contact: Margit Lund Kallestrup



## The Triangle Region

The cities Billund, Fredericia, Kolding, Middelfart, Vejen and Vejle make up the Triangle Region. There are lots of activities and sights in the area, and among the most popular you will find:

- Legoland - only half an hour from Jelling, the amusement park constructed from Lego bricks is a major attraction in Denmark. [www.legoland.dk](http://www.legoland.dk)
- Givskud Zoo - has more than 900 animals that you can watch from a “Safari Bus.” [www.givskudzoo.dk](http://www.givskudzoo.dk)
- The Jelling Monuments - a UNESCO World Heritage Site right in Jelling! The Viking Age rune stones near the church mark the Danish transition to Christianity in the 900s. [www.kongernesjelling.dk](http://www.kongernesjelling.dk)



- Vejle Ådal - a beautiful valley area ideal for hiking or bicycling. [www.vejleaal.dk](http://www.vejleaal.dk)

- Jelling Music Festival - Jelling's largest party in the last weekend of May usually attracts most students! [www.jellingmusikfestival.dk](http://www.jellingmusikfestival.dk)

If you plan to visit many of the tourist sites in the Triangle Region, you might benefit from getting an Activity Pass from the Vejle Tourist Office.

The Activity Pass, which is free of charge, is valid for 14 days from the day of issue, and will grant you up to 20 % discount on entrance fees at 51 attractions in the Triangle Region.

For more information on the Triangle Region:

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

If you want to visit Copenhagen during your stay in Denmark:

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



## Social Activities

At University College Lillebaelt we work hard to ensure the social integration of our international exchange students. To do this, University College Lillebaelt arranges a variety of social and cultural activities for our international exchange students.

The Erasmus Student Network (ESN), situated in Odense, offers help in both the social and practical integration process. This is mainly done through activities such as trips to various places within the country, movie nights, international food fests, sport activities and last, but not least, parties.

The main focus of the network is on current exchange students, who might find it difficult to move to another country, far away from family and friends.

The activities are carried out by Danish students, who work voluntarily on helping and supporting our international exchange students.

By bringing international exchange students together with Danish students at UCL, we aim to bridge the gap between cultural boundaries, but also to let our students gain valuable knowledge, new perspectives, and important networking opportunities for their future careers.

Read more at [www.esnodense.dk](http://www.esnodense.dk)



# General Practical Information

## Insurance

University College Lillebaelt does **not** cover any medical costs for exchange students (including accidents in connection with studies). All students are responsible for their own health, accident and travel insurances. Do not forget to take insurance that covers all of these during both your stay in Denmark and your travel to and from Denmark. For eventual leisure time excursions, it is advisable to make sure that the insurance is valid in Denmark's neighboring countries as well.

Students from EU countries must also bring their European Health Card with them. For further information on the card, please contact the social insurance office in your home country. Note that the European Health Insurance Card is not valid during your travels to and from Denmark or during any excursions to a third country.

Remember to bring a valid copy of your insurance policy with you. The citizens of EU countries are entitled to all health services in Denmark, if they are covered by health insurance in their home country and they have the European Health Card. Even so, all exchange students need separate insurance that covers the whole exchange period.

For more information visit: [www.newtodenmark.dk](http://www.newtodenmark.dk)

## How to get in touch with a doctor

Phone your doctor in his or her office hours, typically in the morning, to make an appointment. The name, telephone number and address of your doctor are written on your health insurance card. You can also look it up in the telephone directory under *Læger*. You must always remember to bring your yellow health insurance card with you. It is also a good idea to bring an accurate and complete physical and mental health information document to secure a safe and healthy study abroad experience.

## **Doctor on duty**

If you need to consult a doctor outside regular working hours on weekdays (i.e. between 16:00 and 08:00), on weekends or public holidays, you must call the Doctor on Duty (Lægevagten). Phone +45 7011 0707. It should **only** be used in case of an acute illness. You have to call in advance to talk to a doctor before going to see him/her.

## **Emergency**

In cases of a serious emergency, dial 112 (free call from pay phones). Ask for an ambulance, the police or the fire department (whatever is relevant), state your name, address and the telephone number you are calling from. Stay by the telephone until your information has been confirmed.

If you need emergency treatment you can contact the Emergency Room at Vejle Sygehus phone on +45 7011 0707, which is open day and night for injuries incurred within the last 24 hours. On those conditions, emergency treatment is free. In case of acute illness out-side the doctor's opening hours (08:00-16:00), please call the same number and ask for "Lægevagten".

## **How to get in touch with a dentist**

If you need dental treatment you are free to choose your dentist. Look in the telephone directory under *Tandlæger*, or ask a friend to recommend one. Please note that you will usually have to make an appointment in advance, and that dental treatment is fairly expensive in Denmark.



# Arrival/Departure

## **On arrival**

- If you are an EU/EEA citizen staying for more than 3 months and you have not applied for a residence permit from your home country, please contact Statsforvaltningen Syddanmark to do so immediately.
- When you have received your residence permit, you must go to the National Register (Folkeregistret) to be registered and receive the Danish central registration number (cpr. nr.), provided your stay exceeds three months (special rules for Nordic citizens apply). Remember to bring your passport and residence permit. Some of our departments arrange to follow students to the National Register. Please ask the international coordinator.

## **Before your departure from Denmark**

- Notify the National Register (Folkeregistret) that you will be departing the country.
- Hand in your Danish Health Insurance Card at the National Register (Folkeregistret).
- EU citizens must send their residence permit to Statsforvaltningen Syddanmark with information on their planned day of departure.

## Useful Addresses

### International Office

University College Lillebaelt  
Blangstedgaardsvej 4  
DK - 5220 Odense SOE  
Phone: +45 6318 3114  
Mail: [international@ucl.dk](mailto:international@ucl.dk)

### Emergency Room (Skadestuen)

Vejle Sygehus  
Kabeltoft 25  
7100 Vejle  
Phone: +45 7011 0707

### Health Centre

Vestergade 6  
7300 Jelling  
Phone: +45 7587 1033

### Dentist's clinic

Rosenvold 6  
7300 Jelling  
Phone: +45 7587 1345

### Doctor on duty

Phone: +45 7011 0707

### Opening hours:

Monday – Friday: 16:00 - 08:00  
Weekends and public holidays 24 hours

### Library

Byens Hus, Møllegade 10  
7300 Jelling  
Phone: +45 7681 3420



### **Borgerservice** (Folkeregisteret)

Skolegade 1

7100 Vejle

Phone: +45 7681 0000

E-mail: [borgerservice@vejle.dk](mailto:borgerservice@vejle.dk)

#### **Opening hours:**

Monday-Wednesday: 10:00 - 15:00

Thursday: 10:00 - 17:00

Friday: 10:00 - 14:00

### **Banks and ATMS/cash machines**

*Sydbank*

Stationsvej 8 (opposite UC Lillebælt, Jelling)

*Den Jyske Sparekasse*

Vejlevej 1

### **Supermarkets in Jelling**

*Netto*, Vejlevej 42 C

*Rema 1000*, Vejlevej 18

*Superbrugsen*, Mølvangvej 2 (also location of post office)

### **Jelling Police Station**

Skovgade 4, 7300 Jelling

Phone: 114

### **Vejle Police Station**

Skolegade 3A

7100 Vejle

Phone: 114

**Emergency call: 112**



## Useful Links

**University College Lillebaelt:** [www.ucl.dk/international](http://www.ucl.dk/international)

**Denmark's official website:** [www.denmark.dk](http://www.denmark.dk)

**Official travel guide to Denmark:** [www.visitdenmark.com](http://www.visitdenmark.com)

**About education in Denmark:** [www.studyindenmark.dk](http://www.studyindenmark.dk)

**Danish Immigration Service:** [www.newindenmark.dk](http://www.newindenmark.dk)

**Find a job in Denmark:** [www.workindenmark.dk](http://www.workindenmark.dk)

**Guide on living abroad:** [www.justlanded.com](http://www.justlanded.com)

**Tourist information for Vejle area:** [www.visitvejle.dk](http://www.visitvejle.dk)

**Facebook groups for international students – find them under:**

UC LILLEBAELT AUTUMN 2015

or:

UC LILLEBAELT SPRING 2016

Etc. (Based on the semester and year you start your studies)

## Public Transportation

There are train and bus connections to and from Jelling every hour. There are several bus stops, the nearest one at Jernbanevej, just outside the campus area. Timetables can be found at the bus stop. Time tables from trains can be found at [www.dsb.dk](http://www.dsb.dk) and [www.rejseplanen.dk](http://www.rejseplanen.dk).

A 10-trip-card valid for both bus and train to Vejle can be purchased on the bus or at the travel centre in Vejle. A DSB WildCard enables students to travel at half price on many train journeys. The card can be purchased online: [www.dsb.dk](http://www.dsb.dk)

# Contact Information

## The Student Office

Phone: +45 6318 4600

### Opening hours:

Monday-Tuesday-Thursday-Friday: 10:30 - 12:30

Wednesday Closed

### Phone open:

Monday – Thursday: 08:00 - 15:00

Friday: 08:00 – 14:00

## Department of Teacher Education

### International Coordinator

Ingelise Jensen

E-mail: [injel@ucl.dk](mailto:injel@ucl.dk)

Phone: +45 2117 7356



## Department of Social Education

### Coordinator of Practice Placement

Annemette Ravn Elkjær

E-mail: [arel@ucl.dk](mailto:arel@ucl.dk)

Phone: +45 6318 4660

Mobile: +45 3057 1602

## Accommodation

Margit Lund Kallestrup

E-mail: [malk@ucl.dk](mailto:malk@ucl.dk)

Phone: +45 6318 4617



# Practical Information

## Campus Jelling

### **Campus opening hours:**

After 16:00 it is still possible to use campus facilities, but in order to get in you need to use your student ID card. You can stay on campus until 23:00 - also during weekends. Shortly before 23:00, an alarm sound will tell you to leave the buildings.

### **Library:**

Monday - Thursday: 08:00 - 15:00

Friday: 08:00 - 14:00

### **Canteen:**

Monday - Friday: 07:30 - 14:00

## Computer Facilities

University College Lillebaelt provides excellent computer facilities for students. All exchange students will be given e-mail addresses and access to the Internet.

There is wireless Internet in all rooms on campus, and computer rooms are open all days until 23:00 pm.





We look forward to welcoming you at  
University College Lillebaelt!

UNIVERSITY COLLEGE LILLEBAELT  
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