Fact Sheet for nomination and application procedures 2018-2019

for exchange students according to Erasmus and Nordplus agreements
**NOMINATION PROCEDURE 2018/19**

**Online nomination**

We invite our partner universities to nominate their students online [www.universitypartners.ku.dk](http://www.universitypartners.ku.dk).

**Login**

Login: **KU2018**  
Password: **exchange**

Please do not pass the login details on to the students. The login details are restricted for partner use only.

Access the page for online nomination [www.international.ku.dk/nomination](http://www.international.ku.dk/nomination). Click on Log On. Please enter the login and password. Note that you must distinguish between upper and lower case letters and that the password has been changed from the previous academic year.

**Entering information**

Once logged in, we ask you to enter information about yourself (as nominator), name and email of the student, and finally information about your university, the type of programme, study area and period of study that the student wishes to apply for.

We recommend that you do not use hotmail as we have experienced our emails do not always reach the inbox.

**Nominating a student**

Once you have entered this information, save it. After saving, you can either nominate more students by clicking on “Nominate another student” or you can finish the nomination by clicking on “Finish nomination”. Shortly after you have nominated the student(s) and we have received the nomination, the student(s) will be invited by email to fill in their application online.

We advise you to nominate your students as soon as possible since we process the applications as they come in. The processing time of online applications may take up to 2 months.

Nomination is not equal to admission. We kindly ask you to inform your students that the University of Copenhagen must assess their academic background, and that they are not guaranteed admission.

**Special procedure for PhD students (not to be nominated online)**

PhD students require special processing at the relevant department or faculty. Therefore, should you have students enrolled for a PhD programme at your university who wish to spend a study abroad period at the University of Copenhagen, we kindly ask you not to nominate the students on our nomination site. Instead, please send an email to int-admission@adm.ku.dk with full details on the student, and we will direct your enquiry to the relevant PhD administration unit.
Deadlines

Autumn semester: 1 May
Spring semester: 1 October

Nomination issues for Erasmus+ Students

Generally, students must study at the department which has established the Erasmus+ agreement on which they are nominated. Only if this department has allowed for nomination of a student from another subject area, will we accept the nomination.

Apart from the subject covered by the agreement, students can select up to 4 other subjects in the online application. However, some departments may have specific rules as regards the number of ECTS credits to be taken within their area of study per semester. This may influence the possibility of taking courses within other areas of study.

When you nominate your students, please use the free-text field “Area of Study” on the online nomination site to indicate the area of the agreement AND the Erasmus subject code (ISCED 2013).

If in doubt, please write to int-admission@adm.ku.dk

Nomination issues for Nordplus and Nordlys students

Please be specific regarding the type of programme when you nominate your Nordplus students.

Use the free-text field “Area of Study” on the online nomination site to indicate if the student is nominated within a specific Nordplus network (write the name of the network) or the cross-discipline programme Nordlys (write Nordlys).

For the Nordlys programme, please be aware that the current quota is 2 students per semester for Copenhagen.

Please note that the Faculty of Law does not accept students nominated on the Nordlys programme.

If in doubt, please write to int-admission@adm.ku.dk

Erasmus+ Traineeship Students

Erasmus+ Traineeships are not part of established Erasmus+ agreements and must be arranged in direct contact with the host department or research group at the University of Copenhagen, www.studies.ku.dk/exchange/admission/erasmus-traineeship. Please note that International Education and Grants cannot help students to find a relevant professor or researcher. Please refer to the web sites www.introduction.ku.dk/organisation/faculties and www.research.ku.dk
Student online application

Student(s) will be invited by email to fill in the online application form shortly after you have nominated them. Please be aware that some email addresses, particularly hotmail addresses, have very efficient firewalls. Some students never receive our system-generated email invitation to apply online. Therefore, we urge you to inform your students that they should contact International Education and Grants at int-admission@adm.ku.dk if they do not receive the e-mail invitation.

Students will receive a personal pin-code with which they can access the online application. After they have sent the online application they can monitor the status of their application.

Residence permit for non-EU/EEA citizens

The processing time for an ST1 application for a residence permit for non-EU/EEA citizens is 2-3 months, and therefore it is especially important to nominate these students well in advance of the deadline. For details on the application procedure for student visa, please see the Fact Sheet for students.

Housing

Students will receive an invitation to book a room from the Housing Foundation www.housingfoundation.ku.dk approx. 2½ months prior to semester start. Please contact the Housing Foundation for further advice on their deadline and services contact@housingfoundation.ku.dk

Need more information

If you have any questions please do not hesitate to contact us at: int-admission@adm.ku.dk or visit the Nominator FAQ at www.international.ku.dk/nomination/faq
GENERAL INFORMATION

Email address for the Inbound Mobility Team at International Education and Grants
int-admission@adm.ku.dk

Inbound Mobility Team

Kristine Ellis, Admission Officer and Senior Advisor
Phone: +45 35 33 37 21

Søren Jensen, Admission Officer and Senior Advisor
Phone: +45 35 32 83 96

Bente Pedersen, Admission Officer
Phone: +45 35 32 39 07

Alexandra Osorio Brito, Admission Officer
Phone: +45 35 32 00 76

Postal address

University of Copenhagen
University Education Services
International Education and Grants
Noerregade 10
1165 Copenhagen
Denmark

Visiting address

UCPH Student Centre
Fiolstraede 1
1171 Copenhagen K
Denmark

Opening hours: www.studies.ku.dk/exchange/contact

Web site for exchange-related information for students

Prior to admission: www.studies.ku.dk
Upon admission: www.studies.ku.dk/welcome