

UNIVERSITY OF COPENHAGEN



Working at the
University of Copenhagen

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intro

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Introduction

International Staff Mobility is here to help you

International Staff Mobility (ISM) is a unit under HR in the Central Administration at the University of Copenhagen. ISM advises international researchers on all conditions and issues related to their employment at the University of Copenhagen.

This folder contains information on all matters that need your special attention before and when you have arrived in Denmark. You may find some information about your new work place, Danish authorities and Danish living conditions useful even before leaving for Denmark. We therefore advise you to read this folder carefully to make sure you are as well prepared as possible for your stay in Denmark.

If you have any questions afterwards, you are welcome to contact ISM at interstaff@adm.ku.dk. We will do our very best to assist you. You may also contact the staff of ISM directly. Our offices are located at the University of Copenhagen in “Professorvillaen”, Nørregade 10, DK-1017 Copenhagen K. You can read more about us at <http://ism.ku.dk/>. ISM's website is updated frequently, so please visit our site for more information.

If you are employed at the Faculty of Life Sciences, go to http://www.life.ku.dk/English/Maalgruppe/Employees/HR/Contact_HR.aspx to find your relevant contact person.

If you are employed at the Faculty of Pharmaceutical Sciences, please send an e-mail to personale@farma.ku.dk, if you have any questions.



prepare

Prior to your arrival

Employment

After you have been offered employment at the University of Copenhagen, the personnel administrator of your future department will send you a form that you must fill in carefully and return to the sender. When filling in this form, it is important that you provide us with the names of the school or university where you obtained your BA Degree, MA Degree and PhD Degree, if applicable, as well as your graduation dates. Please also list the names of previous employers and the exact periods of employment. ISM will calculate your salary level based on this information in accordance with the collective agreement of The Danish Confederation of Professional Associations (AC).

ISM will issue your letter of employment prior to your employment with the University of Copenhagen. This letter will state your period of employment, working hours, salary level and information on your pension scheme, the Danish Holiday Act and Employer's and Salaried Employee's Act. It might also include special conditions that apply to your position.

The procedure will be different if you are employed at the Faculty of Life Sciences or the Faculty of Pharmaceutical Sciences. Please contact the personnel administrator of your department for further detailed information.

Salary

Scientific staff members are generally appointed in accordance with the collective agreement (AC) for academics employed by the state, with the special provisions laid down in the Job Structure for Academic Staff at Universities.

Your total salary consists of a basic pay rate based on your seniority. One year's seniority equals one year of full-time academic employment (or a minimum of 15 hours per week). When employed as a scientific staff member in accordance with the provisions of the Job Structure (i.e. Research Assistant, PhD, Postdoc, Assistant Professor, Associate Professor or Professor), you will receive by default a centrally-agreed supplement attached to the specific job category. In addition to the basic payment and job category supplements, the collective agreement and the university wage policy allow for further supplements. It is the responsibility of your department to decide on further supplements.

Your salary is paid in arrears and will be transferred to your Danish bank account by the end of each month.

Residence and work permits/visas

If your stay at the University of Copenhagen is less than three months from the day of your entry to Denmark, and you are here for research or teaching purposes, you do not need to obtain a residence and work permit. However, if you are a citizen of a country where a visa to Denmark is required, this must be obtained prior to your entry to Denmark. For more information on countries with visa requirements, go to www.nyidanmark.dk. This is a website of The Danish Immigration Services containing all kinds of relevant information about living and working in Denmark.

Third-country nationals

If you are a citizen of a third-country (i.e. if you are from outside the Nordic countries or outside the EU/EEA), and your stay in Denmark is longer than three months, you must obtain a residence and work permit for Denmark prior to your employment.

The application form is called ST2, and is filled in partly by your department and partly by you. The personnel administrator of your department will send you a form that has been partly filled in (part 2), and you will need to fill in the remaining information (part 1). You must submit your application by visiting the Danish diplomatic mission (embassy or consulate general) in your current country of residence or the country where you have legally stayed for the last three months and take the completed form with you.

You will need to take the following:

- Your valid passport
- Two passport photos
- Your application form (both parts 1 and 2).

If you are already residing legally in Denmark, you should submit your application to the Service Centre of The Danish Immigration Services in Copenhagen. If you are living outside Copenhagen, you can submit your application to the local police station.

Accompanying spouses, registered partners or cohabiting partners and accompanying children over the age of 18 living at home must apply individually for a residence and work permit. ISM advises you to submit your own application and the applications of your family members at the same time. The applications must be submitted to the local Danish diplomatic mission prior to departure from your current country of residence. You can download the relevant form at www.nyidanmark.dk.

EU/EEA citizens

As an EU/EEA citizen, you can reside in Denmark under the EU regulations on free movement of persons and services. However, if you are staying for a period of three months or longer, an EU registration certificate is required.

As obtaining an EU registration certificate is the first step towards settling in Denmark, you are advised to apply for the EU registration certificate within five days of arriving in Denmark. The process of obtaining a CPR number and opening a bank account will otherwise be delayed, and payment of your salary could also be delayed. You must apply for your registration certificate with your regional State Administration (in Danish: Statsforvaltningen).

Before visiting the regional State Administration, please ask the personnel administrator of your department to print out and fill in the registration certificate application form. The same form can also be used by members of your family applying for registration certificates at the same time as you.

You will need to take the following:

- Your valid passport or national ID card
- Two passport photos
- A letter from the University of Copenhagen (your personnel administrator or ISM can provide you with this document)
- Your application form.

The University of Copenhagen has entered into an agreement with the regional State Administration in Copenhagen. This means that all applications must be handled within two weeks of the date on which you submit your registration certificate application.

EU citizens are nationals of Austria, Belgium, Bulgaria, Cyprus (only the Greco-Cypriot territory), the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

EEA nationals are nationals of Iceland, Liechtenstein and Norway.

Nationals of Switzerland are covered by the same rules as EU/EEA citizens.

Nordic citizens

Citizens of Finland, Iceland, Norway and Sweden are free to enter, reside, study and work in Denmark. They do not need a visa, residence or work permit. However, as a citizen of one of the Nordic countries, you must still register with the local civil registration office.

Housing

International Staff Mobility and the University of Copenhagen cannot offer any assistance with housing in Denmark. It is therefore your own responsibility to find somewhere to live. We advise you to carefully consider the criteria you might have, such as residential area, proximity to work, monthly rent, etc. At www.cphinternational.dk you can read more about the residential areas of Copenhagen, and find useful advice on finding accommodation. Likewise, www.workinddenmark.dk contains useful information on house-hunting in Denmark.

Tips for house-hunting

At the University, we are aware of the many difficulties you might encounter looking for accommodation in Denmark while still in your home country, and have therefore compiled a few tips for you.

- Include the suburban areas just outside the centre of Copenhagen in your search. They are often slightly cheaper, and public transport or cycling are very easy and fast means of getting to and from the University and town.


- Many buildings in Copenhagen date back one or two hundred years. Most of them have been renovated recently and are kept in very good condition, but many still have small bathroom facilities. While Copenhageners are used to this, you may find the facilities differ from those in your home country.
- As housing is in great demand, prices have risen in Copenhagen as in other major international cities. Most rooms in Copenhagen cost between DKK 2,200 and DKK 4,000 per month. When enquiring about a room or apartment, remember to ask if all costs (electricity, heating and water) are included in the monthly rent.
- Enquire about house rules to make sure that you and your landlord agree on terms and conditions. Before you move in, it is advisable that you and your landlord go through the tenancy together. Take photographs of your new home as proof of the actual conditions in case of disputes when you move out. Also make sure you obtain a signed lease contract that includes the rental period and conditions of notice for lease termination.

Bringing your pet

If you wish to bring your pet with you to Denmark, you must contact your local veterinarian in your country of residence prior to your departure to ensure that all requirements are met. If you are departing from an EU country, you can enter Denmark with a dog, cat or ferret without any pre-arrangements as long as your pet has a microchip or tattoo, holds a valid EU pet passport and has a valid rabies vaccination.

Other rules apply to pets arriving from third-countries.

More information on bringing pets into Denmark is available at www.foedevarestyrelsen.dk (currently only in Danish) where you can find a detailed description of the various rules and guidelines.



arrive

Upon arrival

You will find some matters must be taken care of immediately after arriving in Denmark in order to get settled. All the following requirements apply when you are living and working in Denmark.

Registering for a CPR number and personal health insurance card

When staying less than three months

If you are staying in Denmark less than three months, you do not need to register with the local civil registration office, and will receive neither a CPR number (personal identification) nor personal health insurance card. However, you must contact your local tax authorities in order to settle your tax issues. If you are living in Copenhagen, you should visit Tax Center Copenhagen, Sluseholmen 8B, DK-2450 Copenhagen SV.

When staying for more than three months

If you are staying in Denmark for more than three months, you must register with the local civil registration office (Folkeregistret or Borgerservice) within five days of your arrival in order to be granted a CPR number. According to Danish legislation, you are entitled to health care within the Danish health care system from the moment you register.

To register, visit the civil registration office at your local municipality. If you are living in Copenhagen, this would be CPH International Service. When registering, you will also be asked to choose a general practitioner.

You will need to take the following:

- Your valid passport
- Your residence and work permit documentation
- Marriage certificate, if applicable.
- Birth certificate for any accompanying children
- Letter of employment.

Within two or three weeks after registering with the civil registration office and receiving your CPR number, you will receive your personal health insurance card by mail. We recommend that you always carry the health insurance card with you. In Denmark, this card has many uses. Mainly, of course, in connection with health matters, but also e.g. when withdrawing books from public libraries.

Health care

If you are resident in Denmark, and thus registered with the civil registration office, you are entitled to a number of health care benefits from the Danish health care system. These include free-of-charge treatment provided by your general practitioner, specialists and all public hospitals. Remember to show your personal health insurance card.

Dental care

You can choose freely between all practicing dentists in Denmark, and are required to cover all dental expenses yourself. However, a minor state subsidy is deducted as part of the Danish public health care reimbursement scheme before you receive your dental invoice.

All children and young people between the ages of 0 and 18 are offered free dental care. Paediatric dentists are often associated with schools or high schools and send appointment reminders on a regular basis.

At www.nyidanmark you will find a detailed description of the Danish health care system.

Tax cards

Regardless of the type of employment and length of your stay in Denmark, you must contact your local tax authorities to settle tax issues. This does not apply to researchers covered by the Special Tax Scheme for Researchers. When you present your case to the tax authorities, they will calculate your tax percentage and possible tax deductibles. Your local tax authorities will issue an e-tax card or a personal tax ID number to you, depending on the length of your stay and your country of residence. If you are residing in another country, e.g. if you are a cross-border commuter, you must contact Tax Center Copenhagen.

You will need to take the following:

- Letter of employment
- Photo ID
- Marriage certificate (if you are married, as this might influence your tax percentage)
- Residence certificate from your home country (if any, as this will influence your tax percentage)
- Residence and work permit.

Special tax conditions apply for researchers and key employees

If you are employed at the University of Copenhagen as a Postdoc, Assistant Professor, Associate Professor or Professor, you can choose a flat rate tax. You may choose to pay a flat rate tax of 25% for a period of 36 months or a flat rate tax of 33% for a period of 60 months. An additional mandatory 8%

labour market social contribution is added to both the 25% and 33% scheme.

For detailed information on the 25% or 33% gross tax scheme, go to <http://www.skat.dk/SKAT.aspx?oId=1826486>.

In order to apply for the flat rate tax, you should follow these steps:

- Register with the civil registration office and obtain a CPR number
- Ask your head of department or the dean of your faculty to approve and sign a special form on behalf of the University of Copenhagen. To download the form, please go to www.ism.ku.dk/taxes/25pct_skat_skema-jan2009.doc
- Send the completed form to International Staff Mobility for further processing
- ISM will send your application to the tax authorities, which will confirm registration after a few weeks.

The procedure will be different if you are employed at the Faculty of Life Sciences or the Faculty of Pharmaceutical Sciences. Please contact the personnel administrator of your department for further information.

Read more about the Danish tax system at www.workin-denmark.dk and www.skat.dk.

Special tax conditions for cross-border commuters

Please be aware that special tax rules apply to cross-border commuters, e.g. if you live in Sweden or Germany and work in Denmark. Cross-border commuters are subject to limited tax liability in Denmark. You must choose whether you want limited tax liability or – if more than 75% of your income is earned in Denmark – opt for the special cross-border commuter tax scheme. Depending on which tax scheme you choose, various deductibles will apply, such as transport deductibles, personal relief deductibles, spouse deductibles, etc.

In order to settle your tax and receive your personal tax ID number, contact SkatOresund at Sluseholmen 8B, DK-2450 Copenhagen SV.

You will need to take the following:

- Your signed letter of employment from the University of Copenhagen
- Your national ID card (personbevis)
- Your passport.

For detailed information on the special tax conditions applying to cross-border commuters, visit SkatOresund's website www.skat.dk or www.oresunddirekt.com.

Bank account

When you have received your CPR number, you will be able to open a Danish bank account. Simply choose a branch and bring your passport or other valid picture ID as well as your letter of employment. Ask your bank to set up a 'Nemkonto' for you. Unless you have a Danish bank account, the wages section will be unable to transfer your monthly salary.

Taking out insurance

Insurance with private insurance companies

Although it is not mandatory, it is advisable to take out a house contents insurance covering theft or damage to personal belongings at your home. This insurance will also cover you if you cause injury to other people or other people's belongings. You may also take out accident insurance with a private insurance company. These policies will provide you with private coverage.

Insurance at work

The University of Copenhagen will offer compensation if the university or a staff member commits an act of negligence that causes damage to you, but not if it is a matter of unforeseen contingency.

Travel insurance

For official travel in connection with your job, e.g. if you are attending a conference abroad, you will be covered by a special travel insurance agreement (in Danish: tjenesterejseforsikring) entered between the Danish State and Europæiske Rejseforsikring (a private travel insurance company). Please contact the personnel administrator at your department to obtain your travel insurance.

Travel insurance issued by the University of Copenhagen will only cover you while on official journeys. For private travel, you will need to take out a separate, private travel insurance policy yourself. Europæiske Rejseforsikring offers supplementary, private travel insurance with a 25% reduction for University of Copenhagen employees.

Additional private health insurance

As mentioned, seeing your general practitioner or going to hospital will be covered by the state if you show your personal health insurance card. In Denmark, you can also choose to take out additional private health insurance. Depending on the type, the private health insurance will cover visits to a private hospital or medical specialist or even reimburse you a part of your medical expenses. Private health insurance policies are taken out with private insurance companies or Sygesikringen Danmark. Fees vary depending on the insurance company.

Unemployment insurance

Unlike many other countries, you will only be covered by unemployment insurance if you have joined an unemployment insurance fund. This is not mandatory. You can also ask your union representative at your faculty for advice.

Pension scheme

Academic staff members employed in accordance with the collective agreement of The Danish Confederation of Professional Associations (AC) are covered by a mandatory pension scheme. The University pays a total pension contribution equal to currently 17.1% of your pensionable salary. The pension contribution for PhD Fellows is currently 17.1% of 85% of the base salary. This will automatically be transferred to your pension fund by the end of each month. Your pension fund will depend on your educational background, and details of the relevant pension fund will appear on your letter of employment. The following pension funds are relevant for scientific staff at the University of Copenhagen:

- MP Pension – for MAs and MScs
- JØP – for lawyers and economists
- DIP – for engineers
- Lægernes Pensionskasse – for doctors
- PJD – for Agricultural Academics and Veterinary Surgeons
- Pharmademarks Pensionsordning – for pharmaceutical personnel
- Apotekervæsenets Pensionsordning.

Trade unions

Trade unions may assist you with cases regarding your pay and working conditions, personal consultancy and career planning as well as work-related injury cases, rehabilitation, etc. Some trade unions even offer special discounts on insurance schemes, shopping and much more. The trade union you can join depends on your academic background

and position. Participation in a trade union is not mandatory. Fees vary from union to union. Your relevant trade union representative will be informed when you commence employment at the University of Copenhagen.

Holidays

Holiday regulations

All employees of the University of Copenhagen are entitled to five weeks of holiday per year. You will have an additional five days of special holidays. Paid holidays are earned in accordance with the Danish Holiday Act, and are earned in any calendar year to be used in the following holiday year. Please note that the holiday year is different from the calendar year, and runs from 1 May to 30 April.

As a full-time employee, you will automatically earn 2.08 paid holidays and an additional 0.42 vacation day per month. If you have been employed by the University of Copenhagen for an entire calendar year, you will thus have 25 days of paid vacation to be used in the coming holiday year. You may access the balance of your paid vacation days from the intranet.

As a new employee of the University of Copenhagen, you will not have earned the right to paid vacation. You are still entitled to five weeks' vacation, though your vacation days will be unpaid and will be deducted from your monthly salary. If you have been employed in Denmark in the previous calendar year, you must use the earned vacation from your previous employer. For more information, go to <http://workingconditions.ku.dk/holidays/>.

As per agreement with your local executive, you may be granted a day off in connection with your own wedding day and your silver wedding anniversary day if either fall on a weekday. As agreed with your local executive, you may also be granted one day off in connection with moving.



holidays

Public holidays in Denmark

English name	Danish name
New Year's Day	Nytårsdag
Palm Sunday	Palmesøndag
Maundy Thursday	Skærtorsdag
Good Friday	Langfredag
Easter Sunday	Påskedag
Easter Monday	2. påskedag
General Prayer Day	Store bededag
Ascension Day	Kristi Himmelfartsdag
Whit Sunday	Pinsedag
Whit Monday	2. pinsedag
First day of Christmas	1. juledag
Second day of Christmas	2. juledag

Additional days off at the University of Copenhagen are:
Labour Day (1 May), Constitution Day (5 June), Christmas Eve
(24 December) and New Year's Eve (31 December).

Learning Danish

The Centre for Internationalisation and Parallel Language Use (CIP) of the University of Copenhagen offers a range of Danish courses for international researchers who wish to learn Danish or improve their Danish language skills. Apart from a minor administration fee, the Danish CIP courses are free of charge for international researchers at the University of Copenhagen.

The courses fall into two categories:

State-funded elementary and intermediate Danish courses offered in cooperation with the language school Studieskolen. These courses are arranged at the faculties close to the participants' workplace. The courses are organised in accordance with the Act on Danish Education for Adult Foreigners, and you can choose between three levels: Elementary Danish (Module 1 and Module 2) and Intermediate Danish (Module 3).

Academic Danish courses at various levels focus on the acquisition of Danish academic language and are suitable for international employees wishing to enhance their academic and formal Danish, written and/or spoken, for use in a university setting. Depending on your level and skills, you can choose between 1) Academic Danish – Advanced Level and 2) Improve Your Danish Writing Skills.

In addition, CIP offers other forms of language skills development such as one-on-one language training and a range of English courses for academic staff. For more information or to sign up for CIP's courses, go to http://cip.ku.dk/english/course_catalogue/.

If you wish to participate in less extensive courses, you should contact Studieskolen <http://www.studieskolen.dk/>. The Danish courses at Studieskolen are open to all foreigners in Copenhagen and surrounding areas. The courses are free of charge except for a small administration fee.

You can also learn some Danish online. The Danish Immigration Service has launched this initiative on http://www.nyidanmark.dk/en-us/Integration/online_danish/online_danish.htm.

Child care and schools

In Denmark, most children are enrolled in a day care programme before they start primary school. A wide range of day care programmes are available. Some are public and heavily subsidised by public funds while others are private without financial support from municipalities.

To enrol your child, contact your local municipality and ask for "Pladsanvisningen". You should be aware that there might be waiting lists for day care programmes, and you are therefore advised to contact the administration at Pladsanvisningen as soon as possible.

For more information about the child care system in Denmark, go to: <http://www.workindenmark.dk>, and if you are a resident of Copenhagen you may also find useful information on the municipality website <http://www.kk.dk>.

Nurseries and kindergartens

Nurseries care for children from six months to three years of age. Staff members are specially trained to look after the needs of your child, and your child will be part of a large group of children. If you prefer to have your child looked after in a private home with a small group of children you can choose day care instead.

Kindergartens care for children from the age of two years and ten months until the day the child is ready to start school.

Schools

In Denmark, all children are entitled to free education at a state school. It is compulsory for children to attend school from the age of six. The first year, kindergarten class, is followed by nine years of schooling, which may be supplemented by an optional tenth year.

You can choose between:

- Enrolling your child in a state school
- Enrolling your child in a private, international school
- Teaching your child at home. The local municipality carries out supervision if you choose to teach your child at home.

Following primary school, which is completed at the age of 16 or 17, nearly all Danish students proceed to some form of upper secondary education.

At <http://www.workindenmark.dk>, you can find further information on primary schools, upper secondary schools and international schools in Copenhagen and the immediate vicinity.

After-school care

You may also choose to enrol your child in an after-school centre. The after-school centres and same-site after-school centres are professionally staffed optional child care facilities for children attending kindergarten class and first, second and third years. Same-site after-school centres are located on the school premises, whereas other after-school centres are located elsewhere.

Children are normally enrolled at an after-school centre when they are enrolled at the local school.

Motor vehicles

If you bring a vehicle to Denmark, the vehicle must be registered with Danish licence plates within 14 days of arrival, and you must pay registration tax. You must also take out liability insurance before you can register a motor vehicle in Denmark. Please contact an insurance company for further information.

Before you can register your vehicle for Danish licence plates, an ordinary technical inspection and a customs inspection must be performed by a vehicle inspection authority to determine the identity, the number of kilometres on the clock, features and general condition and value of the vehicle.

When your vehicle has passed the inspection, you must visit your nearest tax authorities, details of which can be found at www.skat.dk.

You will need to take the following:

- Vehicle inspection form and the customs inspection form issued by the vehicle inspection authority
- Foreign registration certificate
- Receipt, if any, for payment of customs duty (when bringing vehicles from non-EU countries)
- Cash to pay the registration tax
- Registration form (form no. 21.016), available at www.skat.dk under **Borger > Blanketter**.

SKAT will then calculate the registration tax based on the vehicle's market price including registration tax if sold to a person in Denmark. This price will be compared with the vehicle's original cost and loss in value. When you have paid the registration tax, the licence plate helpdesk at the tax authorities will issue Danish licence plates to you.

Further details are available at: www.skat.dk.

Exchange of driving licence

If your driving licence has been issued in an EU country or in Norway, Iceland or Liechtenstein, you will not need to exchange it for a Danish driving license. Driving licences issued by other countries than those mentioned above must be exchanged for a Danish driving licence at the local municipal citizen service centre within 14 days after permanent residence is established in Denmark.

You will need to take the following:

- National driving licence
- Doctor's certificate
- A valid passport
- A valid residence permit
- Passport photo
- Cash to pay for the exchange
- A translation of your national driving licence if the letters on the licence are not from the Latin/Roman alphabet.

A driving test is mandatory unless you are a citizen of the Australian Capitol Territory, Japan, The Republic of Korea, Taiwan, Russia or Switzerland.

For further information, contact the local police authorities or visit www.workindenmark.dk.

Transport

Public transport is quite extensive in Denmark and generally functions well. The public transport system in the Copenhagen area is covered by a one-ticket system valid for the Metro, S-train and buses.

For information on public transport, timetables and fares see: <http://www.moviatrafik.dk/Service/Tourist/touristguideUK/Pages/TouristGuideUK.aspx>.

Maps and route planners

On www.dgs.dk you can look up addresses and find maps, route planners and route descriptions for walking, cycling and driving.

The website www.rejseplanen.dk is a travel planner that suggests the easiest way to get from one place to another by public transport.

Cycling

Cycling is a common means of transport in Denmark. Many streets have cycle paths and you can take your bike with you free of charge on all S-trains in the greater Copenhagen area. For advice on safe biking: <http://www.expatindenmark.com/faq/Pages/Regulations-when-going-by-public-transport-in-Denmark.aspx>.

Information for your personnel officer

Remember to e-mail ISM the following:

- Your new address in Denmark
- Your CPR number or tax ID number
- Your Tax card/the completed form for applying for a flat tax rate (only if you are a Postdoc, Associate Professor or above)
- Your Danish bank account number.

Events and networks at the University of Copenhagen

ISM would like to invite you to join our many networks and events for you and your international research colleagues. Just send an e-mail to interstaff@adm.ku.dk to sign up, and we will be glad to welcome you.

ISM Network

Every month, the ISM Network arranges two or three events or meetings. Some are purely social occasions that you may attend with your family, such as our yearly Christmas party or trip to the cinema together, while others relate to important factual matters about living and working in Denmark, such as how to settle your taxes or apply for research grants. We can also arrange courses for you, such as our Danish Living Crash Course. During our meetings, you will have the chance to meet fellow international researchers, and will be welcome to put questions to the ISM staff about your employment conditions.

Spouse Network

If you are the spouse of an international researcher of the University of Copenhagen, we encourage you to join our ISM Spouse Network. The network holds monthly social gatherings for all spouses that include popular guided tours in Copenhagen and surrounding areas, guest speakers giving talks, special job-seeking courses and other initiatives. Come along and make friends, have a chat and exchange experiences about living in Denmark. Our meetings are cosy and informal. Ideas for future events are always welcome.

International Mentor Network

Twice a year, ISM facilitates an International Mentor Network kick-off meeting for all volunteer mentors and mentees. The network spans employees from across the university. The mentors are Danish employees while the mentees are researchers from abroad. In our experience, mentors and mentees regard this network as an excellent opportunity to get together in a truly international environment, and they enjoy the professional as well as social aspects of the initiative. At the request of members, ISM arranges get-together dinners to which all mentor network members are invited. Your spouse and

children are also very welcome. These events have been very popular with both mentors and mentees, and we hope you will also join us.

Working at the University of Copenhagen

As it is a large workplace, the University of Copenhagen is very diverse. Yet some aspects remain the same no matter where you work at the university. The following advice is based on some of the comments generally received from international researchers. You might say it is an unwritten code of conduct for the university as a workplace.

- You are expected to perform your tasks with a great deal of independence
- Be on time and make sure you keep your informal agreements. If you have previously agreed to attend a meeting but can no longer participate, you are expected to let the relevant party know so that he/she can take this into account as early as possible
- Being cooperative and sharing knowledge with your colleagues are highly valued qualities
- You will generally be expected to participate actively and contribute during meetings by stating your opinion
- In many ways, the University of Copenhagen is an informal workplace where everybody is expected to help out even with small tasks, e.g. if you take the last cup of coffee, you are expected to make a new pot
- The hierarchy and decision-making process at the University are relatively flat and easy for employees to influence. Former employees have stressed that the informality of the Danish work culture makes them feel that they are a valued part of the University and not just "an extra pair of hands". However, this should not be mistaken for weak management, and your boss is still your boss – not your friend
- And finally – this goes without saying – discrimination based on gender, religion, age, ethnicity, sexual orientation, etc. is not accepted.



depart

Preparing for your departure

Some months prior to your termination of employment at the University of Copenhagen, you are expected to start preparing for your repatriation. If you are employed on a time-limited contract, your last day of employment will be stated in your letter of employment. If you wish to terminate your employment prematurely, please inform your manager and the personnel administrator at your department as well as ISM.

Housing lease agreement

Pay careful attention to your housing lease contract. It will state the period of notice for terminating your lease contract. You should inform your landlord in writing according to the terms stated in your lease contract. You will probably have paid a deposit when moving into your house or apartment. Leave the house or apartment in the same condition as when you moved in. If not, your landlord might not refund your full deposit.

Gas and electricity

You (perhaps together with your landlord) should notify your gas and electricity company that you are leaving and provide them with exact meter readings. Usually, you pay for the estimated consumption of gas and electricity in advance, and the balance will then be settled later. If heating is not included in the monthly rent you pay to your landlord, this balance should also be settled with your heating company.

Immigration Service

On arriving in Denmark, you received a residence and work permit. This was based on your period of employment, and will automatically be terminated with no further notice on the date of expiration or the day you leave Denmark with no intention of returning.

Civil registration office

You must notify the civil registration office of your departure (if you are a citizen of Copenhagen, this would be CPH International, otherwise contact your local municipality). Notify the office of your current address, your future address and date of moving.

Child care and school

If your child is enrolled in a kindergarten or school, you should submit written notification at least one month in advance for public institutions, and according to the terms stated in your contract with private institutions.

Pensions

If you leave Denmark before retiring, your accumulated pension amount will be payable one year after your last payment, and will be taxed at a rate of 60%. However, if you do not claim your pension until you have reached retirement age,

the pension amount will be subject to normal taxation according to Danish tax legislation at that time.

Earned holidays

As soon as you have notified the civil registration office of your departure and are no longer employed in Denmark, your earned holidays will be paid to you with your last salary payment – even if you do not take the holiday. You should make sure that the personnel administrator at your department registers your last day of work, and then contact the wages section. You must be able to document that you are no longer tax liable in Denmark.

Tax

If you contact your local tax authorities 14 days prior to your departure, SKAT will then be able to calculate if you are entitled to a tax refund, or if you are required to pay more tax. If you are entitled to a tax refund, this will be paid into your Nemkonto approximately one month later if the tax refund comprises a minimum of 20% of your total income and exceeds a minimum of DKK 1,000.

If you do not contact your local tax authorities, your taxes will be settled as usual once a year during the spring.



check lists

To be terminated

Housing lease contract

Water supply contract

Gas and electricity supply contract

Phone subscription

Insurance

Child care and school

Bank account

Newspaper subscriptions

Club memberships



To be settled

Pension savings

Earned holiday

Tax



To be returned to the University of Copenhagen

University ID card

PC

Phone

Other items belonging to the university

Leave your new address with the personnel administrator





konst



links

Useful links

University of Copenhagen

International Staff Mobility: <http://ism.ku.dk/>

Working conditions: <http://workingconditions.ku.dk/>

University news: <http://news.ku.dk/>

Danish Authorities

The Danish Immigration Service: <http://www.nyidanmark.dk>
and <http://www.nyidanmark.dk/en-us/Integration/informationguide/informationguide.htm>

Cph International Service (Copenhagen municipality): <http://www.kk.dk/sitecore/content/Subsites/ThinkInCph/Subsite-Frontpage.aspx>

Tax authorities: www.skat.dk

Networks

Expat in Denmark: <http://expatindenmark.com/>

Working in Denmark

Work in Denmark: <https://www.workindenmark.dk/>

Jobindex: www.jobindex.dk

Jobs in Copenhagen: <http://www.jobsincopenhagen.com/>

News

Copenhagen Post: <http://www.cphpost.dk/>

Politiken: <http://politiken.dk/newsinenglish/>

WORKING AT THE UNIVERSITY
OF COPENHAGEN

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