

The Basics

What is the general purpose of the DIS internship program?

The starting point of the DIS internship program is to offer a challenging and rewarding work experience for DIS alumni and at the same time raise our service level for DIS students, faculty and staff. The interns are entrusted with a high level of responsibility and are therefore expected to carry out their internship with professionalism and commitment.

The objectives of the DIS internship program include:

- Providing interns with:
 - Professional development:
 - First hand experience in an international and challenging work environment
 - Insight into the field of international education
 - Skills in office administration
 - Personal development:
 - Experience and skills in organization, management, leadership and communication
- Enabling DIS to provide a high level of service to DIS students and faculty. DIS expects interns to:
 - Act as cultural translators by bridging the different cultures between DIS students, faculty and staff by applying their experiences as former DIS students
 - Assist DIS faculty and fellow staff with program development and daily operation tasks
 - Enrich the DIS work environment with their cultural and academic backgrounds as well as their professionalism, enthusiasm and dedication

How is a DIS internship different?

Since everyone may have a different concept of what an “internship” entails, it is important to be clear about what DIS would expect from you as a DIS intern:

While an American intern position is often short-term, unpaid, and part-time, a DIS internship lasts at least 12 months, has small salary attached, and is full-time (37 hours a week). This is an administrative internship; as a DIS intern, you will have some of the usual “intern” tasks of making copies, filing, and, yes, fetching coffee, but you will also be responsible for much of the day-to-day operations of your office. This means you will have a much higher degree of responsibility than an American intern (and hopefully gain much more experience and skills out of the internship). Like any job, the workload can be at times exhausting and, at others, exhilarating.

How long does an internship last?

Most of the internship positions last for a 13-months period. However, the Architecture & Design department has one 12-months contract starting in January and in June four internships start with a duration of 15 months (two in the Architecture & Design department, one in Housing & Student Affairs, and one in the Psychology and Child Development department). All others are 13-months contracts.

What are the working hours?

Interns are hired to work 37 hours a week, excluding lunch breaks. Normal business hours at DIS are approximately from 8:00 am – 5:00 pm.

There is no overtime pay at DIS. Instead, you can have “approved absence time” to recuperate after a particularly strenuous period (dependent on arrangement with your supervisor). Please note that in certain times of the semester, for example, orientation and concluding weeks and during the International Educators Workshop, most of the staff are expected to work overtime.

Finances

Do interns receive a stipend?

Yes, interns receive a monthly stipend of 10.400 DKK before taxes, which averages to approximately 7500 DKK after taxes.

What does the stipend mean in terms of living expenses in Copenhagen?

It is possible to live on the 7500 DKK stipend from the internship with a little bit of budgeting. Renting a room in the city should cost between 3000-3500 kr per month including utilities. That will leave you over half of your salary for other expenses, which is enough to live on if you are sensible about food and entertainment expenses. However, during the first month of stay the intern must expect extra expenses to get settled in before receiving the first pay check.

Will I be able to save money or pay off student loans? Will I need to use money from my own savings?

This depends heavily on your lifestyle. Several past interns have been able to save about 500-1000 DKK a month while others spend their full salary every month, so don't count on saving money unless you can budget quite well. The stipend is meant to cover living expenses, not for savings.

After receiving your first pay check you should have no need to dig into your own savings unless there are unexpected expenses. Personal travel and student loan repayments may be other cases where you have to spend your savings.

Do I pay Danish taxes? What about taxes from my home country?

Yes, you pay Danish taxes. For interns living in the Copenhagen municipality, this is approximately 38% which is deducted automatically from each paycheck.

If you are an American citizen, you are still required by US law to file taxes in the US. You can get the necessary tax forms at the US Embassy or download them online. Much more information can be found at: <http://www.irs.gov/publications/p54/ch04.html#d0e4191> and <http://www.irs.gov/publications/p514/ar01.html>

If you are not American, please consult your national government's tax authority.

Does DIS cover the roundtrip airfare to and from Copenhagen?

DIS will reimburse you the cost of one roundtrip travel to and from Copenhagen up to a limit of \$1,200. You will receive more details about this benefit if you are offered a position.

Can DIS help me pay off my student loans?

DIS does not help with repayment of your student loans. Some past and current DIS interns have found it possible to defer student loans while working in Copenhagen. You are encouraged to research this possibility as early as possible based on your specific type of loan.

Benefits

What about health insurance?

The Danish national health insurance card, *sundhedskort*, will cover your basic health insurance in Denmark and basic travel health insurance while you travel in most European countries.

More information about the Danish national health insurance:

<http://www.nyidanmark.dk/en-us>

Choose “Citizen in Denmark” and then choose “Health and sickness”

In addition to the Danish national health insurance, DIS provides interns an additional benefit of a comprehensive health, accident and liability insurance during your internship. The detailed description of the Insurance Conditions can be downloaded as a PDF on DIS’ website at <http://www.dis.dk/parent-advice/health-safety/insurance/>. You are covered from your first day of work to the last.

If you are required to travel outside of Denmark for work purposes such as study tours, DIS provides an additional travel insurance to be used only during work-related travels.

Personal travel is not covered by DIS insurance, and the Danish national health insurance only covers health (but not liability or baggage) insurance outside of a selected list of European countries. You can, however, purchase travel insurance rather cheaply from Danish insurance companies and DIS has a special discount of 20 % with Europæiske Rejseforsikring A/S.

Note that neither the Danish national health insurance or the DIS health insurance cover medication, dental or treatments not given by a doctor or hospital. As a general rule in Denmark, medication is not reimbursed but is less expensive than in the U.S. An average dental check-up will cost you approximately 300 DKK, while filling a cavity can cost between 500 - 800 DKK.

What about vacation?

You will have 25 days of paid vacation for a 12-months contract, 27 days of paid vacation for a 13-months contract, and 31 days of paid vacation for a 15-months contract.

Do I go on study tours?

Many staff members at DIS have the opportunity to be study tour leaders during the short and long study tours and adventure trips. The assignment of tour leaders is based on faculty interest to participate on the tour and the staff’s academic, social, and cultural leadership skills.

You will be assigned to lead or co-lead at least one study tour *or* adventure trip during your internship as an essential part of developing your leadership skills and thus furthering the overall goal of the internship. There is no guarantee on specific destination or duration of the study tour or adventure trip you will lead, and you are expected to maintain a high degree of responsibility while leading the tour.

Can I take Danish language classes?

We strongly encourage you to take Danish, but you are not required to do so. Interns usually take Danish classes from local language schools after work in the evening. This is also an excellent way

to meet other expatriates in Denmark. If you live in the Copenhagen municipality, the Danish classes are free of charge. If you live in a municipality that does not offer free classes, DIS will cover the cost for you.

What about cell phones?

DIS has a deal with PicCell Wireless where you can rent a cell phone for no rental fee, use it in Denmark and only pay for the minutes that you use. More details will be provided if you are offered a position. Current interns have also found the solution of using Lebara, which is a system where you use your own phone and simply pay for a certain amount of minutes.

Logistics

What about housing?

You are responsible for finding your own housing in Copenhagen. After you accept a position at DIS, more specific information about housing in Copenhagen, rent and useful websites will be sent to you. Please note that some of these websites are in English, but most of them will be in Danish. In the material you receive from DIS, there will be a glossary of Danish housing terms that are useful when you read a housing ad. You will also have access to the apartment listings that DIS makes available for students looking for non-DIS housing arrangements. The list contains ads DIS receives from Danes who contact DIS about looking for a roommate. DIS makes these ads available to students and interns, but is not responsible in dealing with renting these rooms.

Most interns rent a room with other Danes. An average rent for a furnished room is about 3300 DKK per month. Deposits are usually 3 months rent, to be paid before you move in. In addition to your deposit and your monthly rent you may need to pay for gas/electricity and heat, though in many cases this is included in the monthly rent.

How do I get a Danish work and residence visa?

If you are offered an internship position and you accept the offer, DIS will prepare the necessary documents from DIS' side and mail them to you. After that, it is your responsibility to complete the forms and submit them as soon as possible to the Danish Consulate. The visa application fee will be refunded when you start work in Copenhagen.

It is necessary for you to submit the Danish visa application and work permit forms as soon as possible; this process can take as long as three months. Note that you need to have a passport that is valid until 6 months after your internship ends.