

Guide to Safeguard

VIA University College



Target group:
Students from VIA on study visits and/or placements abroad

Students from VIA on study visits and/or placements abroad

The purpose of this contingency plan is to secure that exchange programmes between international partners and VIA will be completed in a safe manner for the participants.

Accordingly, VIA wishes to support each individual in accomplishing the stay as planned. In connection with exchange programmes, situations will appear in certain cases that can have an interfering or even preventing effect on the accomplishment of the stay.

With this contingency plan, VIA wishes to inform the parties involved about the precautions and different possibilities for support and help in cases where unintended incidents may occur. The contingency plan is therefore meant to inform the target group of how to prevent that each individual may end up in unforeseen situations or crises.

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Action prior to the trip

Medical examination, risks of disease and vaccinations

It is always a good idea to find out about particularly spread diseases in an area and if there is a risk of an epidemic or pandemic disease. Read also in particular about [SARS](#), [Bird flu](#) and [Swine influenza](#) or www.cdc.gov/swineflu/. You are recommended to stay updated via the websites: www.pandemicflu.gov/ and www.who.int/en/ as well [Statens Serums Institut](#) in Copenhagen, Denmark. Study any health requirements in connection with entry to a specific country as well as requirements regarding vaccinations. It is always useful to contact your own general practitioner well in advance of the trip. You can also contact Statens Serum Institut on telephone no. +45 70 22 07 02 or visit www.netdoctor.co.uk for further information. Finally, we recommend that you read the [travel guidance](#) (In Danish : andre lands rejsevejledninger) compiled by the Danish Ministry of Foreign Affairs on the relevant country as well as take advice and directions from the local authorities.

Conditions related to insurance

Public Danish travel health insurance for stays abroad

Introduction

The following states the current Danish rules on public health insurance in connection with travelling abroad. It may be difficult to understand all the rules as regards the trip you have planned. In any case, it will be a good idea to consult both insurance companies and your local authorities in order to be assured that you have right and adequate coverage. Also, the international coordinator can offer guidance about coverage in the country you are about to visit.

Rules on health insurances

The Danish travel health insurance covers persons with a Danish health insurance (the yellow card/"*det gule sygeskringsbevis*"), and persons without Danish residence but who according to agreements with other states or EC rules are covered by social insurance in Denmark, and who are then provided with a special health card.

The Danish health card (The yellow health insurance certificate)

The Danish health card provides coverage for trips of **less than 1 month**, which strictly concern holiday or studying.

Study stays where you are registered at an educational institution abroad are not covered. Likewise, student placements and trips where you seek employment are not covered.

Instead, read the section "The blue EU card" – Public coverage according to EC rules.

The public Danish travel insurance covers trips outside Denmark to

<i>Andorra</i>	<i>Finland</i>	<i>Latvia</i>	<i>Romania</i>
<i>Austria</i>	<i>France</i>	<i>Liechtenstein</i>	<i>San Marino</i>
<i>Azores</i>	<i>Gibraltar</i>	<i>Lithuania</i>	<i>Slovakia Slovenia</i>
<i>Belgium</i>	<i>Germany</i>	<i>Luxembourg</i>	<i>Spain</i>

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<i>Bulgaria</i>	<i>Greece</i>	<i>Madeira</i>	<i>Sweden</i>
<i>Canary Islands</i>	<i>Greenland</i>	<i>Malta</i>	<i>Switzerland</i>
<i>Channel Islands</i>	<i>Hungary</i>	<i>Monaco</i>	<i>United Kingdom</i>
<i>Cyprus</i>	<i>Iceland</i>	<i>Netherlands (Holland)</i>	<i>Vatican State</i>
<i>Czech Republic</i>	<i>Ireland</i>	<i>Norway</i>	
<i>Estonia</i>	<i>Isle of Man</i>	<i>Poland</i>	
<i>Faroe Islands</i>	<i>Italy</i>	<i>Portugal</i>	

The travel health insurance covers expenses in connection with treatment of acute illness/accidents arisen during the holiday or study trip.

Particular information on home transportation

The public Danish travel health insurance only covers extraordinary expenses for home transportation from the Faroe Islands and Greenland, and only if the home transportation has been prescribed by an SOS doctor. However, in cases of death, home transportation is covered throughout the entire travel health insurance coverage area.

“The blue EU card” – Public coverage according to EC rules

During the stay, persons covered by public health insurance in Denmark are entitled to acute necessary treatment on the Faroe Islands and Greenland on the same conditions that apply to persons covered by public health insurance on the Faroe Islands/Greenland.

As regards trips to the Nordic countries (Finland, Sweden, Norway and Iceland) and to the United Kingdom, the rules in the Nordic Convention/EC rules shall apply at first. According to the rules, Danes are entitled to treatment on the same conditions as citizens covered by the public health insurance in the particular country. This could imply a certain degree of user payment. The Nordic Convention/EC rules also entitle coverage of additional expenses in connection with home transportation from a country if the home transportation has been prescribed by a doctor. In case, expenses are not covered by the Nordic Convention/EC rules, these expenses will be covered by the Danish travel health insurance provided this arrangement applies to these expenses.

Public coverage according to EC rules

EC rules apply to stays in:

Austria	Belgium	Bulgaria
Cyprus	Czech Republic	Estonia
Finland	France	Germany
Greece	Hungary	Iceland
Ireland	Italy	Latvia
Liechtenstein	Lithuania	Luxemburg
Malta	Netherlands (Holland)	Northern Ireland
Norway	Poland	Portugal
Romania	Slovakia	Slovenia
Spain	Sweden	Switzerland
United Kingdom		

According to EC rules, coverage includes expenses for medical and hospital treatment, medicine, etc., required during the stay. The need is assessed based on type of treatment

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and length of stay. The treatment is provided on the same conditions that apply to persons covered by the public health insurance of that country. The attending doctor will decide if treatment is necessary during the stay.

Unpaid study visits and student placements for a maximum of 12 months as well as business trips

The EC rules apply to both holiday and business trips as well as unpaid student placement or study visits for a maximum of 12 months, and required medical examinations and treatment of chronic diseases may also be covered. Expenses for home transportation are not covered according to EC rules.

A European health insurance card issued by the municipalities is used to document a person's right to receiving benefits according to the EC rules. The European health insurance card is a plastic card in credit card size and it is usually issued with a limited validity. In the United Kingdom however, it suffices to show a Danish passport. In the Northern countries, the Danish health card suffices. The Danish Ministry of the Interior and Health has published brochures about how EC rules are applied in various countries.

The brochures about travel health insurance coverage in specific countries are available with the municipalities and can also be accessed at the Danish eHealth Portal, www.sundhed.dk.

For further information on the EU card, please consult your municipality of residence or visit the European Commission's website on healthcare abroad at ec.europa.eu

Outside the EU countries listed above – Private travel health insurance

There is no available public coverage for trips outside the European countries listed above. For those trips, coverage will only be possible by taking out private travel insurance. The Danish Ministry of Foreign Affairs recommends that private travel insurance is taken out. A privately arranged travel insurance may cover expenses for home transportation, compensation in connection with a destroyed holiday, expenses in connection with trip interruption or with being called home, e.g. if a family member falls ill acutely, expenses for search and rescue, as well as evacuation in connection with terror. A journey abroad without adequate coverage can become ruinous, and in some countries they refuse to provide treatment without payment in advance.

Usually, the conditions for advance approval in cases of existing or chronic diseases also apply in private travel health insurances.

- Read more about the blue EU card at <http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Other insurances

You still need private insurance to cover certain things

Private insurances

You shall take out insurance against burglary, accidents, etc., also when you are abroad. Contact your own insurance company prior to departure in order to establish whether you can bring your accident insurance, home contents insurance and car insurance. Also remember to check if e.g. your luggage is covered. Furthermore, you can contact ihi Bupa, a provider of international health and travel insurance at www.ihicom.com.

Otherwise you must take out new insurance in a foreign insurance company. For advice and counselling visit the [Danish Insurance Association \(DIA\)](http://www.dia.dk).

As a student, you may take out travel insurance with the Danish Student Insurance, [StudenterForsikring](http://www.studerforsikring.dk). The travel insurance covers e.g. health insurance, home transportation in connection with death, and liability insurance. Furthermore, you may take out extra insurance for personal effects and luggage as well as accident insurance.

!! However, pay attention to the limited coverage as regards personal liability (the student travel policy conditions are available at the website: [StudenterForsikring](http://www.studerforsikring.dk))

PERSONAL LIABILITY

I

The insurance covers:

- a) The legal liability for any bodily injury or property damage incurred by the insured under the existing laws of the country in which such injury or damage occurs,
- b) The costs of settling the compensation issue defrayed in agreement with the Company.

II

The insurance does not cover the insured's liability due to:

- a) **Contractual liability**, and therefore being a student you shall take out insurance covering yourself in the period you are hired on placement with an employer.
- b) **Claims relating to business, employment or work**. Here, it also applies that being a student you shall make arrangements to have necessary and adequate coverage for injury on others or damage to property pertinent to the employer's coverage area. Any personal liability insurance will not apply to working conditions such as placements.

Note! In some educational areas, e.g. the health education programmes in Denmark, special arrangements have been made on business travel insurance covering the student's liability at the work place or facility of study or placement. Cf. Annexes 1 and 2 for the specific arrangement between the Danish Nurses' Organisation and an insurance company on business travel insurance for the nursing students. Ask the international coordinator about further information in this regard or about other insurance-related questions.

- c) Claims arising as a consequence of the insured having incurred by contract or in any other way liability which is more extensive than that incurred under the general statutory provisions on non-contractual liability.

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- d) Property damage, which is not comprised by section 12, and which the insured owns, has on loan, on hire, for storage or use, for transportation purposes, for processing or treatment purposes, has taken possession of or has in his/her care for another reason.
- e) Damage caused by the insured's pets.
- f) Claims arising as a consequence of the insured having transmitted disease to another person via infection or otherwise.
- g) Damage caused by the use of motor vehicle, caravan or trailer, aircraft and vessels measuring at least 3 metres, including sail or motor, or vessels measuring less than 3 metres, of which the engine power exceeds 3 HP.

III

Furthermore, the insurance does not cover fines or punitive penalties

It is highly important that you are aware of the exceptions under points II and III. If being a VIA student you have received an Erasmus scholarship and is on study visit where you e.g. is given the responsibility for patients or clients you must be sure that any injury or damage to these persons are covered by the employer or by a special personal liability insurance to be taken out by you. In the same way, being a VIA student you having an Erasmus Scholarship must ensure that you also are covered on placement against damage to the property of the placement facility. In all these cases where there is a risk of injuring or damaging a third person or third person's property, you must ensure that you are covered by special liability insurance. Many companies have insurance that cover their employees (but not necessarily their placement students).

Insight into special cultural and political relations in the host country

Many people will experience staying in other countries for a longer period of time different from what they know from home. It may be difficult to go without the familiar and safe network at home. When away, you must take independent decisions on the many impressions, expectations and influences. Thus, it is important to investigate prior to departure what characterizes the new country's daily social conventions, political, religious and social conditions, which may influence your own positive benefit. It may concern everything from ordinary polite phrases to expectations of special clothing and way of speaking between persons of different status and age. You will have a good chance of securing a far better foothold in the new environment if you are familiar with the most basic ways of speaking and furthermore pay attention to the religious and social conditions that may apply in the local area and that must be treated with respect.

Passport, visa, residence permits

When to bring your passport?

- **When you travel in the North (Norway, Sweden, Finland and Iceland)**
As a Danish citizen you are not required to bring your passport when travelling to other countries in the North. However, you shall be able to identify yourself and are thus required to bring another form of identification. You may e.g. be required to document who you are when spending the night at hotels, etc.
- **When you travel outside the North**
As a Danish citizen you shall bring your passport when you travel to countries outside the North.

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This also applies when travelling to the countries outside the North that constitute part of the Schengen Agreement. Denmark joining the Schengen Agreement does not change the rules on when you must bring your passport when you travel.

- **EU or Nordic citizen living in Denmark (non-Danish citizen)**

If you are not a Danish citizen but an EU citizen or a Nordic citizen and living in Denmark, you shall bring your passport or other legitimate travel identification when you travel to one of the other Schengen countries.

Nordic citizens living in Denmark are not required to bring their passports when they travel to the other Nordic countries. However, it is required to bring another form of identification (e.g. driver's license).

- **Third country citizens**

If you are a foreigner (not EU, EEC or Nordic citizen) with a valid residence permit for Denmark, you can travel to and stay visa-free in one or more of the other Schengen countries for a total of three months within a period of six months.

When travelling to the other Schengen countries, you shall bring a valid passport as well as valid residence permit in the form of a residence card or a residence sticker in the passport. These rules also apply to children under the age of 18.

Residence cards and stickers

One of the following Danish residence cards or residence stickers applies to visa-free entry into a Schengen country:

- Residence cards indicating the letter A, B, C, D, E, F, G, H, J, K or L
- Pink/white residence stickers indicating the letter B, C, D, E, F, H or S.

Particular information on visa for other countries

The Danish Ministry of Foreign Affairs has compiled an outline of other countries' rules on visa for Danish citizens. The outline is in Danish, but it provides links to important websites in English. **Follow the link, use the drop down menu at the bottom of the site and choose country:**

<http://www.um.dk/da/menu/Borgerservice/VisumOgOpholdstilladelse/UdenlandskeVisumregler/UdenlandskeVisumregler.htm>

Taxes during stays abroad

When you leave Denmark to study abroad, the taxation administration in your municipality will decide if you are a tax resident or a non-tax resident. Here, it is decisive if you have a place to live in Denmark while abroad.

In the process of determining the taxation status, the taxation administration uses the term "disposal of permanent residence". This includes that you have the possibility of living somewhere that can be used all year round and where you can have your things. If you have let out or sublet your residence up to now you will still be a tax resident if the lease applies to a period of less than three years.

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Tax resident of Denmark

You will continue to be a tax resident of Denmark if you dispose of a permanent residence in this country, cf. the above-mentioned. If you were living with your parents just before the stay abroad and is still able to live with them, you will usually still be a tax resident of Denmark. If you were living in a hall of residence or apartment before the study visit abroad and you do not terminate the residence but perhaps sublet it for a period of less than three years, you will as a general rule also continue to be a tax resident of Denmark. The taxation administration in your municipality will decide whether you still are a tax resident in this country.

The Danish state educational support (SU)

When you are a tax resident it e.g. means that you are subject to pay taxes of your Danish educational support (SU) in the same way as if you were studying in Denmark. The Danish Educational Support Agency will deduct taxes from your SU before payment. The Danish Educational Support Agency is directly connected with the system of provisional tax at SKAT, the Danish tax authorities, and changes in your SU will therefore automatically be calculated into your provisional tax. Your tax and deduction card ("hovedkort") is generally used for the SU and you must thus use your secondary card ("bikort") for any earned income in Denmark. If you have a "No tax" card ("frikort") you can only receive SU payment after you have handed in your "No tax" card to the taxation department.

If you believe that there is an error in your preliminary income assessment you should contact your municipality of residence (the latest municipality of residence), which hereafter will handle the registration of the change. You may become a tax resident of your SU in the study country according to the taxation rules of this country.

However, Denmark has entered double taxation agreements with a large number of countries which means that the study country avoids to tax scholarships etc., which the students receive from Denmark to cover expenses in connection with living, studying and the education.

When you decide to study abroad you should examine if Denmark has an agreement with the relevant country and if you will be covered by the rules on students. You can ask the taxation department in your municipality or visit www.skat.dk

Tax-free study trip scholarships

Scholarships granted on the condition that they are used for study visits abroad, to the Faroe Islands and Greenland, are exempt from Danish taxation to the extent that they are used to cover ordinary expenses incurred in connection with travelling from Denmark to the place of study, ordinary expenses for food, small needs and accommodation at the place of study, as well as documented expenses for tuition fee, participation fee, etc., including payment of courses in the language of the place of study. *The expenses must be documented by original voucher.* However, the rates of the Danish Assessment Council for tax-free travel benefits can be applied instead of the actual expenses for accommodation, food and small needs. The rates amount to (2003) DKK 387 per day for food and small needs, and DKK 166 per day for accommodation. You shall provide information to your taxation department on which expenses you have had in order for them to be set off in the scholarship on your annual tax statement.

If you are awarded with scholarships you should find out if they are taxable in the country where you are going to study.

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Note! Always remember to keep your original vouchers for expenses incurred in connection with travel and residence. This also applies to your boarding pass.

Earned income abroad

If you take up paid employment in the study country, the pay will as a general rule be taxed in the study country (the host country). When you are a tax resident of Denmark you must also pay Danish taxes from the payment, but as a minimum you will be given deduction in the Danish tax corresponding to the tax you have paid in the study country.

A number of double taxation agreements contain a provision that earned income necessary for the stay are not taxed in the study country. A list of these countries is available at www.toldskat.dk. The amount Danish students abroad can receive tax-free varies from country to country. The tax authorities in the study country are able state the specific amount.

Non-tax resident of Denmark

If you no longer dispose of permanent residence in this country, you are generally a non-tax resident of Denmark. If you immediately prior to the study stay has been a lodger and has terminated the tenancy or sublet it for a period of more than three years, or has sold or let a residence up to now for more than three years, your tax residency of Denmark will cease. If you are able to live with e.g. a spouse or a girlfriend/boyfriend, you will as a general rule still be a tax resident of Denmark. The taxation administration in your municipality decides whether your tax liability has ceased.

The Danish state educational support (SU)

Even if your tax liability to Denmark has ceased you must still pay taxes of your SU in Denmark. If the study country, however, has the right to tax your SU according to the double taxation agreement with Denmark, you do not have to pay Danish tax. This only applies if you are a tax resident of the study country and if you are not comprehended by the provision on students in the agreement. If e.g. you already live abroad when you start your studies, you will not be regarded a student in some countries according to the agreement.

Tax-free study trip scholarships

As a non-tax resident, your study trip scholarships are not liable to Danish taxes.

Earned income abroad

As a non-tax resident, your income earned abroad will not be taxed in Denmark.

Action during the stay

A study visit or placement abroad is an exciting and educational period of your life. Often, it is the occasion of friendships and experiences you will be able to turn back to with pleasure later in life.

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Unfortunately in rare cases, it might involve negative experiences in the form of disease and accidents, but luckily there are many possibilities to prevent and treat these. In the following, you can read further about situations, which is important that you read and understand and – hopefully – which you are not going to need during your stay.

Medical problems and suddenly occurred risks of disease

On arrival, you should find out how the hospital service and use of general practitioner works so you won't have to use your energy on that when you find yourself in such a situation. A so-called holiday dictionary available in the Danish pharmacies provides an outline of what the most common diseases, medicaments, etc., are called in different languages. If you need medical treatment when abroad, it is important that you keep all receipts for later reimbursement in case you have been charged payment then and there. In that connection, you should contact your insurance company in order to ensure the proper procedure for reimbursement of your expenses.

If epidemics, pandemics or serious diseases break out in the country you are visiting you are advised to keep updated via [Statens Serum Institut](#) and [WHO's news site](#).

Psychological or social problems

To stay and study abroad can give rise to kinds of insecurity often due to home sickness, culture shock, loneliness, growing accustomed to a new educational system and perhaps a tighter economic situation than usual.

The symptoms can be insomnia, mild depression, desires to be alone, lack of appetite, etc. If during your stay, you experience such symptoms and maybe you also suddenly feel very alone and depressive, it might be a good idea to find someone to talk to about your situation and any frustrations or concerns, you might have; perhaps friends, family or your contact person at the university. Correspondingly, you can write to or call the Danish international coordinator at your educational institution. He/she will be able to provide further counselling on your possibilities for help in the specific situation.

Another possibility is to locate the forms of help available at the university you are associated to. You may ask your contact person at your placement facility or at the international office at the educational place you are associated to. If at some point, you feel completely helpless and alone and not able to manage the situation at all, it is extremely important that you seek help immediately. Therefore, it is a good idea to get familiarised with the possibilities for support immediately when you arrive instead of waiting until it perhaps is too late.

In all circumstances, it is a good idea to contact the international coordinator in Denmark if you are uncertain about handling a crisis or problem. See the contact list on the last page of this contingency plan.

Another possibility is to contact the Student Counselling Service in Region Midt, Denmark, which is an independent counselling function, free of charge, tel. no.: +45 8619 0488.

Theft and robbery

It is an unpleasant experience to discover that you have been robbed. Not only is it annoying to have lost something which may be of great importance to you, but also theft is

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usually something settled only between you and your insurance company. Any theft should be reported to the local police authorities. In most cases, the insurance company will also require a receipt for the notification to the police. Therefore, you should always make sure to receive a copy of the policeman's report to clarify questions related to insurance.

If you are directly involved in a robbery where someone else takes something from you, it may have serious consequences also on a psychological level. It may be a very intense experience that others deliberately and often with violent threats want to take your possessions. It is important that you try to act calm in the situation (however difficult that may be). To start off with, you should give what the robber asks for – if possible, register facts on how the robber talks, acts and special characteristics of him/her – and when it is all over contact the police.

At the same time, you should be aware that an experience such as a robbery can cause a serious psychological crisis. Therefore, you must contact your insurance company, closest family and your contact persons in connection with your placement or study visit both in Denmark and in the host country with a view to getting in contact with a psychologist or the like in order to speak about the entire incident and to provide you with useful tools to get out of the personal crisis you have been put in.

Contact your international coordinator at your home institution. See the contact list on the last page.

Incidents of assault/violence/rape/bullying

Assaults often happen when people are intoxicated or agitated. It is always important to keep one's head and not lose one's temper. If possible, pull away from the situation.

The following precautions may help avoid an assault:

- Do not show that you are afraid
- Do not lose your temper
- Use a kind but assertive and deprecating voice
- Apologise if you have been part of the episode
- Avoid further discussion
- Do not answer back
- Quietly leave the spot, if possible
- If others are present let them in on what is happening
- If all fails, then run to safety

In some countries there is a different view on women and how women dress. Remember to behave with respect for the norms that exist in the country. If you are exposed to sexual assault you must resist and scream. Give in, if the situation becomes too dangerous. As soon as you can get away you must seek help with the closest surroundings and the police. It is best to contact the police directly. Also, contact the embassy/consulate in order to get help with reporting the assault and with being informed of your rights. You should also contact the contact person at the placement facility or your host institution as well as the international coordinator at your home institution so that they can help you through the difficult situation.

In connection with rape, it is important to go to the hospital as soon as possible in order to be examined. Do not wash before going to the hospital even though that may be what you

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want to do the most. Remember that it is no shame and not something you need to hide. It is not your fault and it helps to talk about it.

It is important to pay attention to the fact that violence and rape also can be experienced at another level at your workplace (if you are on placement) or at the educational institution, where you are, in the form of bullying and improper sexual advances (or such requests). In this connection, it is important that you express how you experience the behaviour of the opposite party and that you dissociate yourself from what you do not care for. If it does not help, you must approach the contact person/international coordinator and explain your problem and ask for help to solve the problem. Unfortunately, a completely different perception of bullying and view on rights of employees and students may prevail in other countries. In that situation, it may thus be important to involve the Danish international coordinator (see the contact list on the last page) if you feel that your personal boundaries have been overstepped. Together with this person you can arrange a plan of action.

Alternatively, you may contact the Student Counselling Service in Region Midt, Denmark, which is an independent counselling function, free of charge, on tel. no.: +45 8619 0488.

Traffic accidents and other accidents with physical and/or psychological damages as a result

It happens that students get involved in accidents when they are away. It may concern accidents in the traffic, accidents at the placement facility or other situations where the student becomes involved in bodily injury on herself/himself or others.

Depending on the nature and extent of the accident there will be different plans of action. Basically, the insurance company must be involved in order to explain the help the student can receive in the form of e.g. medical treatment, hospital stays, emergency relief, home transportation and any legal proceedings (see the section on insurances).

It is important that you contact your closest family at home and the international coordinator (see the contact list on the last page) so that they can support you in making a plan of action on the basis of the specific incident. In most cases, it will also be possible to receive emergency relief and help to the subsequent tasks resulting from the incident at the place where you are. It can be your contact person at the placement facility or the international office at the educational institution in the host country. You can also get help at the Danish embassy in the country.

Death in the closest family

If a death occurs in your closest family in connection with a stay abroad you may in some cases receive help for home transportation to the funeral, etc., via your insurance. In other situations you will be obliged to receiving economic assistance to the home transportation from your family.

If you furthermore need to talk to professional counsellors about your situation far away from the tragic incident you can contact the Student Counselling Service in Region Midt, Denmark, which is an independent counselling function, free of charge, on tel. no.: +45 8619 0488.

Crises caused by the student (e.g. arrest, damages to others)

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Arrest

Should you be arrested in connection with e.g. theft, accidents, violence, vandalism, demonstration, then ask permission to contact the closest embassy/consulate as well as your host institution. Do not resist. It is easier to receive help if you 'behave properly'. Remember that the police and the judicial system may have another practice than that of Denmark, and that the maximum penalty may be more severe. Arrest may also include expulsion from the country, which means that besides not being able to complete your stay you may not be able to travel into the country for a definite period.

How much help you can expect to receive from outside will highly depend on the specific situation and the circumstances in your host country. However, the Danish authorities will always do their utmost to come you as a Danish citizen to the rescue in the form of dialogue with the authorities and with you about your situation. There are e.g. exchange agreements with many countries – but there will also be countries where it can be extremely difficult to do anything from Denmark (authorities as well as family).

However on discharge, you can ask for help from the embassy, home institution and family in order for you to manage the personal crisis that may arise in the best possible manner and furthermore in order to establish your legal situation as regards what has happened.

War or situations similar to war

Unfortunately, many places in the world still experience war or political conditions that make it difficult or impossible for foreigners to stay that place. Prior to a trip to a foreign country, you should always find out if there are any critical circumstances that you should be aware of. In this connection, you can get assistance from the Danish Ministry of Foreign Affairs in assessing the risks related to staying in specific countries. E.g. visit the website <http://www.um.dk/en> for information on risk countries as well as other useful information on e.g. rules on passports, visa, residence permits, and also see the recommendations on vaccinations.

Yet, if sudden war situations or situations similar to war should arise (including terror activity) you must contact the Danish embassy in the local area as soon as possible and state where you are and ask for advice on how you can secure yourself in the best possible manner and how – if the occasion should arise – you can get out of the country.

Furthermore, you should contact your closest family in Denmark in order for them to know where and how you are. Also remember that a critical situation may appear quite different and dangerous when viewed from the outside. Therefore, it is always important that your closest family are well-informed about the situation exactly where you are.

Natural disasters

Natural disasters are often suddenly occurred natural phenomena, e.g. volcanic eruptions, earthquakes, hurricanes, flooding, tsunamis and avalanches.

It is important that you familiarise yourself with the risk of the above-mentioned incidents prior to your trip and, in case these risks are present, that you take action when you arrive to the place and investigate what is available of emergency plans and other precautions in case a natural disaster should occur. It may be a matter of knowing where to find shelters against hurricanes – or how to act if you feel tremors from an earthquake. In all cases, it is important that you talk to the locals about risks and what to do if something should happen. Keep your closest family updated on the situation.

Furthermore, you are recommended to stay updated via the website of the Danish Ministry of Foreign Affairs on [natural disasters](#) or [WHO's website](#).

Students from VIA on study visits and/or placements abroad

Action after the stay

Evaluation of the stay

In connection with the evaluation you have to hand in after your stay, it is important that you also mention circumstances that may be decisive for new students accomplishing a safe stay. The best investment is often thorough preparation in order for the new student to know both the possibilities but also the risks associated with the stay.

If you have experienced special incidents, it is important that you describe them in the evaluation and subsequently talk them over with the international coordinator at your department in order to follow up on any unsolved problems as regards your personal experiences through the entire process from your decision to go, the preparation, the accomplishment and the revision of your study stay or placement.

Responsibilities of the student

- Read this contingency plan carefully and make the necessary decisions based on what you read. A thorough preparation is often a guarantee of a successful stay.
- Make sure you have appropriate insurance coverage both as regards disease and liability.
- While on the trip, make sure to explore your possibilities of special help and support if anything unexpected should occur. Early action minimizes problems considerably.
- Show respect for local cultures and traditions – without necessarily having to participate actively.
- Accept the responsibility of own decisions and actions (You don't have your mother with you on the trip!).
- Familiarize yourself thoroughly with your possibilities of getting help as regards legal as well as medical matters.

Responsibilities of the educational institution/company

- The educational institution and the company shall ensure that you have the requisite information about your trip and your stay.
- The educational institution and the company have entered a special agreement about your stay which states the more definite guidelines for the cooperation.
- The educational institution has an international coordinator who you can always contact if special incidents should occur.
- Likewise, the company has a contact person who you can ask for guidance and counselling.
- The educational institution and the company have entered an agreement on how your results of the stay will be assessed and transferred to your final diploma.

Important telephone numbers and contact addresses

- [VIA University College Contact list](#)
- [School of Technology and Business](#)

Students from VIA on study visits and/or placements abroad

- [Faculty of Education and Social Studies](#)
- [Faculty of Health Sciences](#)
- [Faculty of Media Arts and Design](#)

[The Student Counselling Service](#) Telephone no. +45 86 19 04 88

HAVE A GREAT STAY!!!

Annex 1:

General liability insurance for nursing students

Danish Nurses' Organisation has taken out general liability insurance which implies that as a nursing student and member of Danish Nurses' Organisation you are covered during placement and the handling of practical tasks in the teaching. Furthermore, you are covered on placements abroad (up to 1 year's duration). The insurance covers bodily injury and/or damage to property resulting from the practising of nursing in connection with the study programme.

Coverage applies to:

Nursing students who are members of the Danish Nurses' Organisation when practising nursing in connection with the study programme.

In Denmark, the insurance coverage applies:

The legal liability for any bodily injury or property damage incurred by the insured when the students' practising of nursing on the study programme takes place:

- At the educational institution as regards fellow students, teachers and extern users/patients in the daily teaching and at examinations.
- On placement studies as regards users/patients at or outside the institutions.
- On project work as regards fellow students, users/patients at or outside the institution in the clinical teaching.
- The insurance covers damages occurred in Denmark (including on Greenland and the Faroe Islands).

While studying abroad, the insurance coverage applies:

- Provided the damage has occurred during trips or temporary stays (up to 1 year's duration) in connection herewith and that it constitutes a natural part of the study programme.

It is only general liability insurance

- Make sure to check if you need household insurance, accident insurance or travel insurance. See the attached brief outline from Runa Forsikring A/S.

Free of charge for members

The insurance is free of charge for nursing student members of Danish Nurses' Organisation. You do not need to apply for the insurance separately, as a student you are automatically covered. If injury/damage occurs you can obtain a claim advice with Runa Forsikring, tel. +45 33 32 22 00.

Confirmation of membership of Danish Nurses' Organisation:

On enquiry to DNO, you can receive a written confirmation that you are a member of Danish Nurses' Organisation. This is also available in English.

Insurance policy (The Agreement) R52-3858567. (see Annex 2)

Students from VIA on study visits and/or placements abroad

Annex 2



RUNA FORSIKRING A/S

Farvergade 17 · 1463 København K · Tlf: 3332 2200 · Fax: 3315 7755 · www.runa.dk Giro nr. 1 07 57 05 CVR nr. 13 30 84 38

Dansk Sygeplejeråd
Sankt Annæ Plads 30
2400 København NV

Policenummer R52-3858567
For forsikringen gælder
Vilkår 52-2

Police for Erhvervsansvarsforsikring

Virksomhed:	Erhvervsansvar for studerende medlem af Dansk Sygeplejeråd
Omfang	Polisen omfatter studerende under uddannelse
Dækning:	Erstatningsansvar uden for kontraktforhold. Ved personskade, med indtil 8 mio. kr. Ved tingskade, med indtil 2 mio. kr.
Regulering	Forsikringspræmien reguleres hvert år ved hovedforfald, på grundlag af forsikringstagerens opgivelse om antal sygeplejestuderende, som er medlem af Dansk Sygeplejeråd. For forsikringen gælder tillige følgende særlig vilkår:
Særlige vilkår:	Forsikringen dækker erstatningsansvar i forbindelse med uddannelse, hvis den studerende ikke er dækket af en privat- eller erhvervsansvarsforsikring.
Præmie:	Ved policens oprettelse udgør forskudspræmien 13.599 kr. Forsikringspræmien reguleres hvert års 1. april.
Indeksregulering:	Præmien indeksreguleres hvert år til hovedforfald den 1.4.
Gyldighed:	Forsikringen gælder fra den 1. april 2008 og fortsætter indtil den opsiges skriftligt med mindst en måneds varsel.

Kbh, den 20. maj 2008.