




After the assessment: What next?

The Danish Agency for Universities and Internationalisation has made an assessment of your non-Danish qualifications. On the following pages you can read about the contents of the assessment report, how to use it, and where to go for guidance on education, training and employment.

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How to read the assessment report

The assessment report contains the following information:

Issued by: The educational institution or authority which has issued the qualification certificate. The Danish Agency for Universities and Internationalisation has verified that the issuing body is recognised by a competent authority.

Nominal length: The official duration of the programme of education.

Year of completion: The calendar year when you completed your qualification.

Access requirement: The qualification that was required before you could study for the qualification assessed.

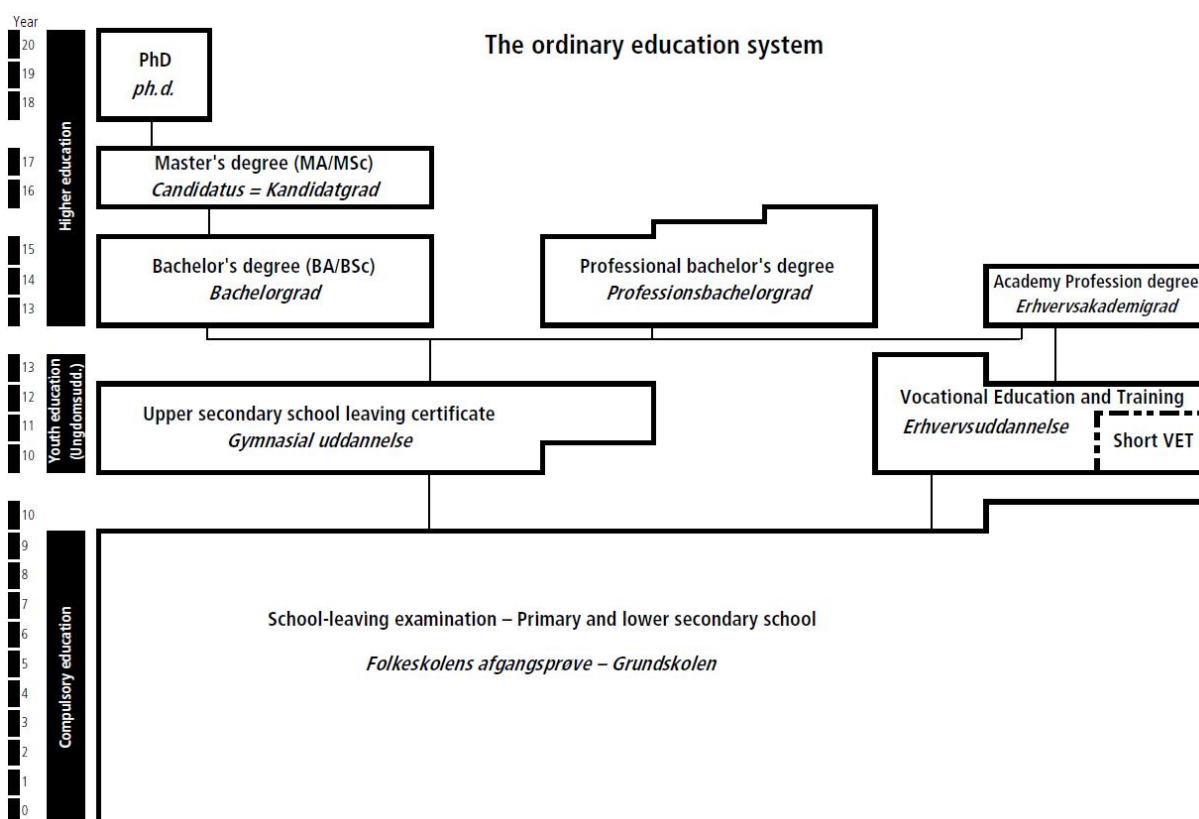
Details about programme contents etc. may be given here.

Assessment: The actual assessment, i.e. the level and, if possible, the field of education.

Level

The assessment indicates the level to which the qualification assessed corresponds within the Danish education system.

The diagram below shows the levels of the Danish ordinary education system. The lines linking the boxes show the typical progression routes from one level of education to another, but other routes exist. For example, holders of one type of higher education qualification can, in many cases, enter another type of higher education with advanced standing.



Adult education qualifications are taught at levels corresponding to those of the ordinary education system. The table below shows the levels belonging to higher education:

Adult education	Corresponding level in the ordinary education system
Master's degree (<i>Mastergrad</i>)	Master's degree (MA/MSc)
Diploma degree (<i>Diplom</i>)	Bachelor's degree Professional bachelor's degree
VVU degree (<i>Videregående voksenuddannelse</i>)	Academy Profession degree

In some cases, the level of the qualification assessed is situated between two levels of the Danish education system. In such cases, the assessment says that the foreign qualification corresponds in level to part of a Danish qualification, indicating a certain number of years of an education programme.

If the level indicated is a Danish upper secondary school leaving examination (*dansk gymnasial eksamen*), it means that your qualification is at the same overall level as a Danish general upper secondary school leaving examination (*studentereksamen – stx*), higher preparatory examination (*højere forberedelseseksamen – hf*), higher commercial examination (*højere handelseksamen – hhx*) or higher technical examination (*højere teknisk eksamen – htx*).

Field of education

As far as possible, the assessment also indicates the field of education to which your qualification belongs in the Danish education system. If possible, the Danish Agency for Universities and Internationalisation compares the foreign qualification to a specific Danish qualification. If no corresponding Danish qualification exists, the assessment normally mentions a broader field of study. In higher education, this could be a field such as social science. In vocational education and training, it could be a field such as business.

What is the assessment based on?

The Danish Agency for Universities and Internationalisation only assesses documented qualifications gained through formal education and training. It does not assess competencies acquired through professional experience, short courses, non-formal education or life experience.

To the extent possible, the assessment focuses on the learning outcomes of the education programmes you have completed.

The Agency makes a comparison between the foreign qualification and Danish qualifications taking into account, in particular, the following elements:

- Access requirements of the education programme: Do the access requirements of the programme that you completed match the access requirements of a corresponding Danish programme?
- Nominal length of the programme: Is the length of the programme comparable to that of a similar Danish programme?
- Aims of the programme.
- Subject combination and structure of the programme, including: How does the subject combination compare to that of a similar Danish programme? Does it include subjects that are not related to the main field of study? Does the programme include an independent project or thesis work? If so, what is the time allotted to this part of the programme? Is the programme research-based or not?
- The ratio of theory to practice within the programme.

The assessment is based on the information available to Agency at the time of assessment. If the Agency later receives new information about the qualification assessed, it may affect any future assessments of the same qualification.

Legal basis

The Danish Agency for Universities and Internationalisation provides its level assessments under the Assessment of Foreign Qualifications etc. Act (Consolidation Act no. 371 of 13 April 2007). You can find the relevant legal texts and other background information on the Agency's homepage: en.iu.dk/recognition.

Complaints procedures

You cannot appeal to any other administrative authority against the content of the Agency's assessment. This is laid down in section 7 (2) of the Act mentioned above. If you contact the Agency, it will deal with your query and may choose to conduct a new assessment, e.g. if you have new information that changes the basis for the assessment.

About the Danish Agency for Universities and Internationalisation

The Danish Agency for Universities and Internationalisation is an agency of the Ministry of Science, Innovation and Higher Education, whose responsibilities include the assessment and recognition of foreign qualifications. Until October 2011 this function was performed by the Danish Agency for International Education (CIRIUS), and before 2005 by the Danish Centre for Assessment of Foreign Qualifications. For more information, please visit en.iu.dk.

How to use the assessment report

You can use the assessment when applying for a job, for admission to a study programme or for membership of an unemployment fund.

The Danish Agency for Universities and Internationalisation only issues the assessment report once, since it is an official document from a public authority. When using the assessment report you are therefore advised to submit copies only or make sure to have the original document returned.

Employment

You can include a copy of the assessment report with your job application to help the employer understand your qualifications. It is, however, always up to the potential employer to assess whether your qualifications fit the requirements for the job.

If your qualification dates some years back, your chances will largely depend on your professional experience. If you have no recent work experience, it may be useful to complete further education or courses in the field in which you want to work.

When appointing staff, Danish public authorities must abide by the level of education stated in the Agency's assessment.

Furthermore, if you are a graduate and get a job in the Danish state, the employer must abide by the level of education stated in the assessment when pay-grading you under the agreement for state employed graduates (the AC agreement).

Admission to further study or training

You can include a copy of the assessment report when you apply for admission to a Danish programme of education to help the admissions officers understand your qualifications.

It is always up to the individual educational institution to decide whether you are eligible for admission to a specific programme. However, the level of education indicated by the assessment is binding on the educational institution when it decides whether you satisfy the general entry requirements.

In addition, specific admission requirements may apply to the study programme in question. In higher education, there are often requirements concerning marks (grades) obtained and subjects studied in your previous education. The educational institution decides whether you fulfil the specific requirements.

The application deadline for most higher education programmes, for students with foreign qualifications, is 15 March, 12:00 noon. If you are applying for admission to a programme taught in English and need a residence permit to study in Denmark, you should ask the institution about the deadline. In this context (*kvote 3*), the deadline is 1 February for short- and medium-cycle higher education, whereas universities set their own deadlines for bachelor degree programmes.

Ask a study counsellor for advice

You should contact the educational institution you wish to apply to well in advance of the deadline. Ask to talk to a student counsellor (*studievejleder*). The student counsellor can tell you whether you need to take any supplementary courses or obtain any documents in support of your application. If supplementary courses are required, it may be a good idea to get those requirements in writing. The requirements will usually be particular to the education you have asked about. Please note that different requirements may apply to other programmes and other institutions.

Further information:

- *UddannelsesGuiden* – the "Education Guide" – provides information (in Danish) about all education programmes and about the rules for applications and admissions: www.ug.dk
- Guidance on Danish higher education: Contact a regional guidance centre: www.studievalg.dk

- Application for admission: Find application forms and instructions at www.optagelse.dk
- Qualifications for entry to Danish higher education: en.iu.dk/entry
- Questions about the Danish education system and society: www.studyindenmark.dk

Credit transfer

If you want to enrol on a Danish programme of education and you have already studied or trained in the same field abroad, you can apply to the educational institution for credit transfer (*merit*) in order to be exempted from parts of the Danish programme. The educational institution decides whether you are entitled to credit transfer. An assessment by the Danish Agency for Universities and Internationalisation can only be used as guidance.

If you disagree with the institution's decision on credit transfer concerning your foreign qualification or study periods, you may appeal to the Qualifications Board (*Kvalifikationsnævnet*). Read more about the complaints procedure: en.iu.dk/appeals.

Unemployment fund membership

If you apply for admission to a Danish unemployment fund where a certain qualification level is required, you can enclose a copy of the assessment. The assessment does not in itself entitle you to membership of the unemployment fund as you must also fulfil its other requirements. However, if the unemployment fund requires you to have achieved a specific level of education, it must abide by the level of education specified in the assessment.

Where to go for guidance

The assessment may be helpful when you talk to a study or career counsellor.

Education

If you would like to get personal guidance on your education opportunities, you should contact the educational institution that interests you. If you are considering a higher education programme, you can contact a regional guidance centre. If you are considering a vocational education and training programme or an upper secondary school programme, you can contact a UU centre or a job centre (see "Jobs" below).

- Find educational institutions and UU centres: www.ug.dk.
- Regional guidance centres – *Studievalg*: www.studievalg.dk.

Jobs

If you would like to get individual guidance on career options and job hunting, you should contact a job centre. You can make an appointment to talk to a guidance counsellor.

- Find the nearest job centre: www.jobnet.dk.



Good places to start

- On the *UddannelsesGuiden* website you can find information about all of the Danish education programmes as well as trades and professions. Most of the information is in Danish, except information about study programmes taught in English: www.ug.dk.
- Information about coming to Denmark is available at www.nyidanmark.dk/en-us.