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**APPLICATION FORM – EXCHANGE STUDENT**

**ACADEMIC YEAR 2018-2019**

Please, fill in the application using Microsoft Word – not by hand.

**STUDENT’S CURRENT HOME UNIVERSITY**

|  |
| --- |
| Name and full address:  Department exchange coordinator:  Email address:  Institutional exchange coordinator: |

**STUDENT’S PERSONAL DATA**

|  |  |
| --- | --- |
| Family name:  First name(s):  Date of birth (DD.MM.YYYY):  Sex (M/F/other):  Nationality:  Tel.:  E-mail:  Skype ID: | Your home address: |

**You must attach a copy of your passport if you are a Non-EU student. If you are an EU student, you must attach a copy of your passport or your ID-card**

**STUDENT CATEGORY**

|  |  |
| --- | --- |
| **Student from a** [**Dania university partner**](https://eadania.com/exchange/incoming-exchange/#sec_6) **in an Erasmus+ Country (EU, Norway, Iceland, Liechtenstein, Turkey, FYROM)** |  |
| **Student from one of** [**Dania’s Non-EU partner universities**](https://eadania.com/exchange/incoming-exchange/#sec_6) |  |
| **Fee-paying Non-EU study-abroad student** |  |

**MOTIVATION**

|  |
| --- |
| Briefly, state the reasons why you wish to study abroad, and why you have chosen Denmark? |

**LANGUAGE SKILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Mother tongue: | | | | | |
| Language of instruction at home institution (if different): | | | | | |
| **ENGLISH PROFICIENCY** | | | | | |
| I am currently studying IN English | | I am currently studying English | | I have sufficient knowledge to follow lectures, read the required literature, participate actively in class and write assignments in English (required level: European B2, IELTS 6.0 or similar) | |
| yes | no | yes | no | yes | no |
| 🞏 | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **Fee-paying Non-EU study-abroad students must attach language proficiency documentation. See requirements** [**here**](https://eadania.com/admission/admission-requirements/)**.** | | | | | |

**WORK EXPERIENCE RELATED TO CURRENT STUDY**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of work experience | Firm/organisation | Dates | Country |
|  |  |  |  |
|  |  |  |  |

**CURRENT STUDIES**

|  |  |
| --- | --- |
| Diploma/degree for which you are currently studying: |  |
| Number of higher-education study years prior to departure: |  |
| Have you studied abroad before? | Yes 🞏 No 🞏 |
| If Yes, what year and how long? |  |
| At which institution? |  |

**STUDY PROGRAMME AND SEMESTER YOU WISH TO ENROL IN (X-mark your chosen semester and program)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1st semester**  **Fall** | **2nd semester**  **Spring** | **3rd semester**  **Fall** | **4th semester** |
| **Hospitality and Tourism Management**  **Randers Campus** |  |  | **N/A** | **N/A** |
| **Marketing Management**  **Randers Campus** |  |  |  | **N/A** |
| **Marketing Management**  **Viborg Campus** |  |  |  | **N/A** |
| **IT Technology**  **Viborg Campus** |  |  |  | **N/A** |
| **Automotive Technology**  **Viborg Campus** |  |  |  | **N/A** |
|  | **5th semester**  **Fall** | **6th semester**  **Spring** | **7th semester** | **N/A** |
| **BA in International Hospitality Management**  **Randers Campus** |  |  | **N/A** | **N/A** |

Please attach the following documents to your application:

* A passport picture (may be scanned and inserted electronically)
* Copy of your passport
* Transcript of Records in English
* English proficiency documentation (only fee-paying Non-EU study-abroad students)

**APPLICATION DEADLINES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EU students from partner universities** | **Non-EU students from Non-EU partner universities** | **Fee-paying Non-EU study-abroad student** |
| Autumn semester: | 30 May | 30 April | 15 April |
| Spring semester: | 30 November | 30 October | 15 September |

E-mail the application to:

Flemming Andersen, Head of International Mobility

[fka@eadania.dk](mailto:fka@eadania.dk)

**How We Process Your Personal Data**

This information applies to your application to study as an exchange student at Dania Academy, University of Applied Sciences (hereafter Dania) and , your period of study. Dania is responsible for your personal data.

The Data Protection Officer (DPO) at Dania is Anne Lene Pugholm. The DPO’s task is to oversee that Dania's processing of personal data is in accordance with the rules regulating this area.

The DPO can be reached by phone: +45 7229 1043 or by e-mail: [DPO@eadania.dk](mailto:DPO@eadania.dk)

**Personal Data Contained in the Application - All applicants**

Your application with supporting documents will be kept in an administrative system approved for safe data processing. The material will not be deleted.

We will use our information when assessing whether you can be admitted to the study programme.

Your information will be used in anonymous form for statistical purposes such as the compilation of summaries of students' educational background, age, average mark, completion percentages, etc.

**The Personal Data Contained in the Application - Applicants who are Admitted to a Programme**

If you are admitted to a programme, the information will furthermore be used to administer the course of study.

Dania will use as well as pass on personal data to third parties for the purpose of respecting their right to obtain this information.

In some cases, Dania will use your private address to form study groups.

Your information will be used to obtain your UNI-Login, which will be your username for IT systems at Dania such as wireless networks, Dania e-mail, learning portals, printers, Dania mobile app, etc.

For students at Dania‘s Campus in Viborg, information will be passed on to VIA University College so that you can obtain an access card to the buildings outside normal hours.

**Personal Data During Your Studies**

Photos

The profile picture submitted/uploaded or taken at the start of your study will be filed in the student administrative systems for internal use such as a photomontage of the class.

For marketing purposes, photos taken during teaching or on campus may be used in leaflets or on our website. You have the right at any time to request that photos featuring you must not be published.

If we need close-ups of you, you will be contacted in order to obtain your consent.

Personality tests for educational purposes

Where personality tests are included in the study programme, we will use the test results in class without prior consent from the individual student. A student may, however, ask the lecturer for an exemption at the beginning of the course of study.

Immediately after completion of the course of study, the lecturer will make sure to delete the test results.

Projects/assignments

The projects and assignments that you hand in during the course of your studies will be stored in the student administrative systems.

If someone would like to use your project or assignment for educational purposes, they will contact you in order to obtain your consent to do so. The project/assignment will always be anonymous.

Projects/assignments are stored permanently in Urkund, a system for handling plagiarism.

Marks

Marks are stored in the student administrative system for 30 years after completion of the study programme.

Case record of your study programme – “Student record”

Dania will create a personal student record. The purpose of the record is to store and document matters related to your study such as documents of relevance for student grants, absenteeism, complaints and warnings. Correspondence with you regarding the same topics will also be stored in this system.

We will delete the material 5 years after you have completed your stay with us.

Deadlines for deletion

In relation to pending complaints, the deadline for deletion will be extended until the case has been closed.

**Automated Profiling**

Personal data could be used when generating automatic profiles for the purpose of automated decision-making in connection with your study. Your data will, however, not be used to generate such automatic profiles or decisions.

**Rights**

You have a number of rights, which you can assert upon request. To do so, you must contact your study administration office.

|  |  |
| --- | --- |
| 1. Right of access | You can ask for access to your personal data. If you do so, you will be informed of what you are entitled to get access to. |
| 1. Right to rectification | You have the right to have inaccurate personal data rectified. |
| 1. Right to erasure | You have the right to have personal data erased which is no longer required to fulfil the purpose of storing or if such data is processed illegally.  If your personal data is used anonymously for statistical or scientific purposes, you have the right to be erased from these databases if you can contribute with additional information to identify you in such databases. |
| 1. Right to restriction of processing | You have the right to request that the processing of your personal information should be restricted to what is absolutely necessary. |
| 1. Notification obligation regarding third parties | If you request that the information in relation to #2 and #3 should be erased or rectified, Dania will pass this information on to third party which Dania has given this information to so they can erase and rectify the information.  Upon such a request, you have the right to be informed of who the third parties may be. |
| 1. Right to object | You may object to the processing of your personal data, if:   * you believe the data to be processed illegally * you, due to personal reasons, do not wish personal data to be processed, and if such personal reasons carry greater weight than Dania's purpose of data processing |
| 1. Optional filing of a complaint with the Danish Data Protection Agency | You may file a complaint with the Danish Data Protection Agency if you believe Dania to be illegally processing your personal data. |

**Statutory Authority**

This data contains information, which Dania is under an obligation to pass on to coming and existing students with reference to the rules and regulations of the EU General Data Protection Regulation and the Danish Data Protection Act.

Please refer to:

* The Danish Data Protection Act, section 6 (until May 25, 2018)
* The EU General Data Protection Regulation, articles 6 and 9 (from May 25, 2018)
* Chapter 3 of the EU General Data Protection Regulation with respect to your rights (from May 25, 2018)
* The Act on Academies of professional higher education