



M O B I L I T Y G U I D E

DENMARK





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Part I: General country information

Official name:	Kongeriget Danmark
Capital:	Kopenhagen
Flag:	
Language:	Danish; in southern Jütland and Nordschleswig also German, however not as official language
Government:	Parliamentary-democratic monarchy Head of state: King or queen, currently queen Margrethe II. Prime minister: currently Anders Fogh Rasmussen Danish Parliament („Folketing“): 179 congressmen, elected for 4 years.
Note: Greenland and Faroe islands are autonomous (and no EU-members); however with regard to foreign affairs they are represented by Denmark and they have representatives of their own in Danish parliament.	
Inhabitants:	approx. 5,4 million (minorities include Inuits, Swedes, Norwegians, Finns and Germans)
Unemployment quota:	3,9 %
EU-Membership:	Since 1973
National holiday:	5 June (Constitution Day)
Currency:	Danish Crown; 1 Danish Crown (dkr/DKK) = 100 Øre (1 € = 7,46 dkr; 1 dkr = 0,13 €)
Time:	MEZ 0
Prefix:	++45
Internet:	.dk

Part II: General information to prepare for mobility

In preparation for a working stay in Denmark it is important to look into the country, its people and its customs. This will help you – especially in the beginning of your stay – to find your way in your new living and working environment.

Labour market information

Denmark – by comparison – has a really low unemployment rate, and the labour market is open for well-trained skilled workers. Craftsmen have good prospects. Right at the top of the list of skilled workers being sought are, according to



the Danish Employment Service, skilled construction workers, painters and decorators, interior decorators and upholsterers, joiners and carpenters and model builders as well as workers skilled in metal production and metal processing (2007).

You can find more information on the recruitment of and advertising for foreign workers at www.workindenmark.dk

Money earning and living costs

Income in Denmark is regulated by negotiation, sometimes with special provisions at regional level. Compared to other European countries wages and salaries are very high, but the cost of living is also comparably high. Sales tax in Denmark stands at 25 %, for example, and price levels are really high.

Banks pass on information on all interest earned and all account transactions relating to customers automatically at the end of the year to the competent tax office – banking confidentiality does not exist. Employers, likewise, report on the wages and salaries paid. As a result, the income tax statement is prepared and “all done and dusted” on behalf of employees by the tax office.

Average prices for products are (DKK):

- ▶ Loaf of bread: 15,-
- ▶ Sandwich: 30,-
- ▶ Cup of coffee in a café: 20,-
- ▶ Pint of beer in a pub: 40,-
- ▶ Cinema ticket: 75,-
- ▶ Chocolate bar: 10,-
- ▶ Short bus journey: 14,-
- ▶ Packet of cigarettes: 26,-
- ▶ A hamburger at McDonalds: 28,-
- ▶ A two course meal in an average restaurant: 200,-

Looking for a job: where to start?

Work experience, as a regulated form of training for a limited period, does not exist in Denmark. Pupils from vocational schools do indeed complete practical components in businesses, but this is only possible as a part of the dual training system.

All other “periods of work experience” are regarded as temporary jobs and are linked to the conditions concerning working relationships for a limited period.

Agencies:

Danish international employment agency:

AF-Storkøbenhavn

International Employment Service

Kultorget 17

DK-1019 København K

Phone: 0045 33 55 17 14

Jobcenter:

<http://www.jobnet.dk/om+jobnet/jobnet+in+english/>

Central office of Danish employment agency:

Arbejdsmarkedsstyrelsen

Blegdamsvej 56

Box 2722

DK-2100 København Ø

Phone: +45 35 28 81 00

Fax.: +45 35 36 24 11

Job databases:

- ▶ <http://www.denmark.plusjobs.com/>
- ▶ <http://www.jobfinder.dk/>
- ▶ <http://www.job-guide.dk/>
- ▶ <http://www.jobindex.dk/>
- ▶ <http://www.job-online.dk/>



- ▶ <http://www.job-support.dk/>
- ▶ <http://www.jobzonen.dk/>
- ▶ <http://www.monster.dk/>
- ▶ <http://www.stepstone.dk/>
- ▶ <http://www.jobsjaelland.dk/>

Newspapers:

- ▶ Morgenavisen Jyllands-Posten: <http://jp.dk/>
- ▶ Politiken: <http://politiken.dk/>
- ▶ Berlingske Tidende: <http://www.berlingske.dk/>
- ▶ Forum: <http://www.forum.dk/>

Working conditions

Maximum Number of Working Hours

Working hours are regulated by negotiation, and the average working time is 37 hours. Employees are entitled to a rest day per and every 7 days, which does not necessarily have to fall on a Sunday.

Entitlement to (paid) Leave

Employees have an entitlement to 30 days per working year. In principle, official public holidays, which are geared towards the Danish popular church, are free for everyone. If the day is worked, due to how the work falls, you will receive a bonus of 100 %.

There is no statutory minimum wage but, as a rule, wage levels set by negotiation are adhered to. Many Danes are organised into trade unions (more than 75 %), and trade unions and employers negotiate the rates.

Social security

Social security, in Denmark, is financed by funds from taxation, and the level of taxation is high. Insurance cover against unemployment must be taken out, on your own initiative, with the Danish Unemployment Fund.

As an employee, you pay a labour market contribution of 8 % of your income which is used by the government for the payment of benefits in the event of unemployment, early retirement, further education and redundancy, and which is deducted along with the income tax. However, you do not have an automatic right to these benefits. Despite double-taxation agreements, all employees pay income tax which, if applicable, is offset against taxes in other countries.

The minute that you register with the residents' registration office, you will receive a health insurance card. Treatment in public hospitals is free of charge for everyone, irrespective of which one of the two insurance groups you belong to. In Group 1, you are committed to one doctor, but, in Group 2, you have a free choice of doctor.

Looking for accommodation

Depending on the length of your stay and your financial resources, you have different possibilities to find accommodation.

1. Room/Flat

Search through the local small ads, go to estate agents' offices, and enquire in cafés or supermarkets. Or ask your employer in advance if he has any tips. Perhaps he or a colleague has a room for the duration of your stay. Staying in private accommodation has the advantage that you have a so-called "family connection", settle in more quickly and are able to learn the language more quickly.

Private accommodation in Denmark:

<http://www.bedandbreakfast.dk>

For 18–30 year olds, short (up to 6 month) or long term accommodation (longer than 6 month):

<http://www.ui.dk/Engelsk/BoligSoeg.asp>



Agencies (offer flats of different sizes):

- ▶ Scandia Housing
- ▶ Dansk Boligformidling (DK)
- ▶ CBS Flat
- ▶ Sale and Rental (DK)
- ▶ Housing Denmark

Newspapers with apartment listings:

- ▶ Boligzonen Politiken (DK)
- ▶ JP Boligzonen (DK)
- Berlingske Tidende (DK)

2. Youth hostels

With an international youth hostel card you will have the opportunity of finding cheap accommodation for the first time or for a short time stay (8–20 Euro). In doubt, ask how long you will be able to stay, often time is restricted to around 3–6 days. Information and online-reservation is available at: <http://www.hihostels.com/dba/continent-EU.de.htm>

To be checked before leaving or upon arriving

Before moving to your new country of residence make sure you have:

- ▶ (Temporary) accommodation.

- ▶ Sufficient financial resources for the first month.
- ▶ The right documents:
 - A valid EU passport/ID card;
 - A European Health Insurance Card;
 - An E301 or 303 form.
- ▶ General knowledge of your new country of residence.

As soon as you arrive in Denmark:

- ▶ Register with the municipality in which you will be living. From then on you will also receive a health insurance card right away.
- ▶ If you come from one of the other Nordic countries, you will not need a residence permit or a work permit.
- ▶ As a citizen of the European Economic Area (EEA), Switzerland, of Malta or Cyprus, you do not need a residence permit for a stay of up to 3 months. If you are looking for a job in these 3 months, you can also stay for up to 6 months without a residence permit.
- ▶ For many of the new accession states a transitional regulation applies, and you require a work permit in order to take up a job in Denmark. If you come from any other country, you must obtain the required permits at the embassies in your home country before you leave. Enquire, in any case, as to which regulation applies to you.

Part III: Golden rules for intercultural understanding

A society's hidden rules form the basis for smooth everyday interaction – at home as well as abroad.

Any host will certainly be lenient towards a guest who – despite good manners – behaves differently from a fellow countryman. For instance, think of a guest smoking at table, something quite natural in that person's home country, but unthinkable in others, and this not only for legal reasons.

Or think of the visitor from Paris, who barely knowing you, gives you a kiss on the cheek.

There is no written law on how to behave correctly in another country, and even within a country, rules will vary from one region to another. Any foreign visitor may therefore unconsciously drop a clanger.

Only living in a country for some time, being attentive and interested, will help you to learn the unwritten rules and see



the clangers. However, if you as a guest stick to some basic rules, your stay will run smoothly.

- ▶ Don't be afraid of the unknown. Remember that in your home country you also meet strangers and usually you manage the situation without problems.
- ▶ Let situations sink in. Note the common ground as well as differences, and try to not immediately assess everything in terms of good and bad, better and worse. Things are just different!
- ▶ Confronted with new situations: wait and observe. You may be surrounded by cooperative people, however, be

aware that they might never have thought about why things are done this or that way.

- ▶ Get into contact! Nobody expects you to be perfect in the foreign language. So make an effort. Even a few words can open doors.
- ▶ For conversation at your workplace, reflect on your job, your future plans and train the relevant vocabulary before you leave. Also: Read about your home as well as about your target country and region. A country guide of your home region in the hosts' language might make a nice present.

Part IV: Everyday-life

Getting into contact

When meeting someone for the first time or in a formal context, people shake hands and say "Goddag" (Good day). If people know one another better, calling out greetings such as "Davs" (Hi) or "Hej" are normal – "Hej", moreover, is also used to say goodbye. First names are quickly exchanged and are regarded as being uncomplicated. Despite this, as a visitor, it is best to wait until people introduce themselves to you by their first name. The polite form of "you" is reserved for the Queen. Addressing people by their first name and using the informal form of "you" is also normal at business level.

Language

Danish is closely related to Norwegian and Swedish. In addition to Danish, English is also spoken (foreign films are not dubbed but provided with subtitles, which takes care of a lot of people who have a basic knowledge of English) and, regionally, German, Faroese and Greenlandic (the language of the Inuit).

Hello ▶ Hej! (informally) God dag! (formally)

Good morning ▶ God morgen!

Good night ▶ God aften! eller God nat!

Goodbye ▶ Farvel!

My name is ... ▶ Jeg hedder ...

Thank you ▶ tak

Please ▶ værsgo

Sorry ▶ Undskyld!

Yes ▶ Ja!

No ▶ Nej!

Working environment

As a skilled worker you will, in Denmark, due to the shortage of well-trained workers and the low level of unemployment, have good prospects of success when looking for a job or work. You will be made welcome and people will help you to settle into the unfamiliar working environment. Every company "ticks" differently. The following recommendations are, therefore, to be understood as giving food for thought.



Danes are team-oriented and cultivate an informal way of dealing with things, and employers, too, endorse a good work-life balance.

The hierarchies within companies are flat. Using the familiar form of address is widespread, and even bosses do not expect, as a rule, any special treatment. All the employees of a company are taken seriously in the same way that the Danes also take their work very seriously. They proceed in a structured way and like best of all to deal with one thing after another and prefer to work in an improvised way only in exceptional cases. Decisions are discussed jointly and each employee is responsible for coping with particular areas on his own. Even on construction sites it is not just one person who has the final say. In Denmark, women are treated on a very equal footing and hold many management positions.

Personal gestures are the order of the day, but that does not immediately mean friendship but are an expression of the desire for everyone to relax. Personal sympathies count for less in companies than good work and competence. Private life and work are more likely to be kept apart. Despite this, relationships are very friendly.

Manners/Etiquette

In Denmark, the way that people deal with one another is characterised by equality, honesty and personal responsibility. Even when there is a tendency for everyone to look after themselves first of all, there is, nevertheless, a special rule which means that you look after people who need help. As a rule, people look out for one another in this comparatively small country and they behave in a dependable manner, with all due tolerance and flexibility.

Even if they like to cultivate a subtle irony, Danes like to come quickly to the point. Exaggeration (e.g. long-winded compliments made to a person) and showmanship are not normal.

People also show consideration in traffic. Pushy driving is rarely seen with Danes. Telephoning is only allowed using a hands-free set. You must fasten your seat belt and always drive with dipped headlights – even during the day.

Invitations

Great store is set by punctuality – even in the private sphere, and deadlines must be adhered to. You should let people know about even short delays in good time.

Among friends, people also like to visit one another unannounced, and hosts behave in an uncomplicated way. Even in business, you are often invited round to someone's house. Such dinners can drag on for many hours and are often topped off with cocktails. In summer, people also still like to go out for a walk after this.

As a present, you can take along flowers, wine or chocolate, for example. Spirits which are typical of your home country are also welcome. The drinking of alcohol and also smoking in company are not disapproved of. Nevertheless, the rule is to allow yourself to be guided by your hosts, and ask whether and where you can smoke. Flowers should not be white – this stands for sorrow. In Denmark, red is a colour which carries positive connotations. However, red roses are more likely to be understood as a very personal message from men to women.

Topics for conversation

When you meet them at the beginning, Danes may give the appearance of being somewhat reserved. In this situation personal gestures and displays of friendship are not overdone. However, this often quickly changes, and, of course, people will do everything they can so that you feel at ease.

Danish culture, your positive experiences, or sport and culture are suitable topics of conversation. Criticism of Den-



mark, the royal household or politics are not welcome. Also, you should not turn the failed introduction of the euro into a topic of conversation. Likewise, asking personal questions is inappropriate (marital status, income).

People speak really plainly to one another – something that, considered superficially, appears to be skirting round a subject, contains, in most cases, messages which are regarded as important. Physical contact and the exhaustive use of “please” and “thank you” are not normal. Words count, but you can recognise how they are to be taken by gestures such as smiling or nodding.

Spare time

Football is the national sport (European Champions 1992). But handball, swimming and sailing are also popular leisure time activities. On the whole, many activities have to do with water – no wonder given the geographical position of the country with its very long coastline.

The hottest time of the year is between July and August, which is also the main holiday season. Many Danes have a house in the country or an allotment garden. There they

spend the weekends, celebrate birthdays or the midsummer night's festival.

Life-long continuing education is the responsibility of the state and is heavily subsidised. Many Danes attend further education courses in their spare time, e.g. at the numerous evening classes (“folkehøjskoler”) in the country.

Public holidays

Differences in habits in European countries exist where you wouldn't expect them. The way people celebrate holidays tells us a lot about the countries' culture. Therefore, to inform yourself about holiday traditions is a good way to get to know more about the country. Official holidays – oriented at the folkchurch:

- ▶ New year (1st of January)
- ▶ Eastern
- ▶ Store Bededag
- ▶ Ascension Day
- ▶ Whit Monday
- ▶ Constitution Day (5 of June)
- ▶ Christmas (25 of December)

Here, by way of an example, is some information on “Store Bededag” in Denmark:

On “Store Bededag”, the fourth Friday after Easter, people think of all the saints and the spirits, instead of honouring them individually on different days in the spring.

Christmas

In the pre-Christmas period, as well as on the 25th and 26th of December, many Danes meet to celebrate “julefrokost” in a relaxed atmosphere and at length. In addition, there is any amount of “julebryg” (Christmas beer) or mulled wine. Danish mulled wine is called “gløgg” and is made from red wine and aquavit along with spices, almonds and raisins. On the 23rd of December many families ceremonially decorate the Christmas tree and even then have some pre-Christmas celebrations. On Christmas Eve (“juleaften”) there is the Christmas meal (“julemad”), which typically consists of goose, duck, turkey or roast pork. To go with this there is red cabbage and browned potatoes (potatoes browned in sugar in the frying pan). For dessert, people like eating “riz à l'amande” (rice pudding with cream and hot cherry sauce). A whole almond is hidden inside it – and the person who finds it receives a special gift such as a marzipan pig. Rice pudding is also found once again in connection with another Christmas custom: a large bowl of rice pudding is placed in the loft for the “nisser”, the Christmas goblins. This is intended to put them in a friendly mood so that they do not “loose their temper” too much in the coming year.



Eating & drinking

In order to start the meal together the host says “Vær så god” (Please tuck in). People raise their glass to one another and say “Skål!” (To your health !). And, when saying goodbye, people say “thank you” by saying “Tak for mad!” (Thank you for the meal!).

There are many traditional dishes in Denmark, some of which are rich and heavy. But, as in many European countries, light food, which is high in quality and produced locally, is catching on more and more.

For a typical Danish breakfast people drink coffee or tea and eat cake or bread rolls, cheese, eggs or muesli. Wholemeal bread – especially rye bread, is among the most popular types of bread. Dinner, which is eaten between 6 and 8 p.m., is the main meal of the day. At midday many Danes eat filled sandwiches (“smørrebrød”), even although many companies have, in the meanwhile, set up canteens.

The Danish expression “smørrebrød” – slice of bread and butter – is very famous. In many cases it is a snack with imaginative fillings which is popularly eaten during the lunch break: a slice of bread (often wholemeal bread) is spread with butter and richly filled with fish (e.g. smoked herring or

shrimps), sausage, meat, cheese or eggs. The whole thing is decorated with sauce, often a spiced-up mayonnaise and, depending on the filling, with pickled gherkins or fresh salad. Restaurants or cafés often vie with one another with their large selection of variations on “smørrebrød”.

Nowadays, during the week, dinner mostly consists of just one course, but at the weekend it may well be more than one. Many dishes are characterised by other European, American and Asiatic influences.

Meat consumption has risen sharply and pork is the favourite.

“Røde pølser” (small red sausages) are among the traditional dishes. People like eating shrimps – also, especially, as a cold filling on bread. For dessert, people eat “rødgrød med fløde” (a semi-liquid red-berry dessert with cream). What is called “wienerbrød” (Vienna loaf) in Denmark, is called “Danish pastry” in many other countries – a baked puff paste with a fruit or custard filling.

Something that has been famous in Denmark for longer than in other countries is the “frokostbord” (cold buffet) which can, however, contain many hot foods.

Part V: Vocational education & training

People working abroad obviously speak often about their profession and everyday working life in their home country. It is therefore important to realise that school, vocational education and ways to learn a trade vary distinctively between States.

First level of education

At the age of 5 there is the option of registering children in a “børnehaveklasse” (pre-school class) and almost all parents take advantage of this.

“Folkeskole” (elementary school): This interdenominational school is the same for all 7–16 year olds: 9 years (compulsory education)

Leaving certificate: FSA (“Folkeskolens Afgangsprøve”), similar to a demanding secondary-modern school leaving certificate



Continuing education

Ila. 10. class

- ▶ on the „Folkeskole“
- ▶ on a „Efterskole“

(Boarding schools where, in addition, social, artistic, sports or musical skills are intended to be imparted. The focus is different depending on the boarding school. The school fees are within the means of most parents and many hope, by attending the latter, to bring their children on a little more in preparation for the grammar school)

- ▶ Leaving certificate: extended school-leaving examination (the so-called FS10), similar to a secondary modern school-leaving certificate

Ilb. Grammar schools

- ▶ Duration: 3 years, irrespective of whether you come from year 9 or year 10.

General Grammar School

There are 2 routes:

- ▶ the “sproglig linie”, or language route
- ▶ and the more mathematical-science oriented “matematisk linie” route which, in any case, also includes a not insignificant language component and thus is popular with more pupils.
- ▶ Leaving certificate: “Studentereksamen” = Danish equivalent to A-levels

Commercial Grammar School (HHX)

In the event of a pupil being interested in working in business:

- ▶ Leaving certificate: “Højere Handelseksamen” = HHX Commercial school examination (A-level examination related to a specialist field)

Technical Grammar School (HTX)

In the event of a pupil being interested in working in the engineering profession:

- ▶ Leaving certificate: HTX engineering A-level (A-level examination related to a specialist field)

Ilc. Vocational Training

Step 1: Basic theoretical training

There is the possibility of choosing between various vocational fields: technology and communications, the construction and building trade, craft and technology, food production, the catering trade, mechanical engineering, transportation and logistics, the service industry, business/trade, office management and banking.

- ▶ Duration: 10–60 weeks: Anyone who makes an early decision can shorten the basic training period as the latter is already geared towards a specialist field.
- ▶ Leaving certificate: certificate covering the subjects passed and the grades obtained, which gives right of access to main training

Step 2: Main Training = Dual Training

Attendance at vocational school and practical components in businesses. The training place in the company must be found by the pupil him/herself. However, the schools offer assistance with this. For those who do not find a place, there exists, as an alternative, vocational training in a totally academic setting.

- ▶ Duration: 3 ½ years
- ▶ Leaving certificate: apprentices' final examination

There is a list of the trade specialisations within the main training in order to be able to put the leaving certificate in the proper place.

Part VI: Selected trades

In Denmark, craft businesses are subject to no particular, statutory provisions. Only for some trades is a special certificate required which is issued after obtaining a master's or a comparable diploma: drain/sewer builders, electricians as well as plumbers and electricians for gas, water, heating, plumbing and ventilation systems.

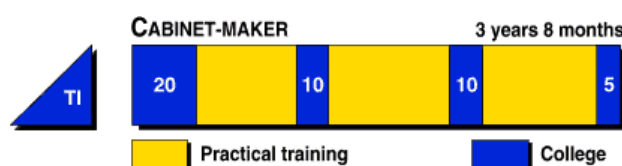
Organisationally, the craft trade belongs to the group of small and medium-sized enterprises whose interests are represented at national level by the "Håndværksrådet" (Association of Small and Medium-Sized Enterprises). Membership is optional. At regional and district level there are associations which cover more than one trade, such as local craftsmen's associations, roughly half of which are, in most cases, members of the "Håndværksrådet" (<http://www.hvr.dk>).

In the dual training system vocational schools and businesses cooperate. Trainees have a free choice of school,

sign a contract with the training establishment/establishments and receive a wage.

The sandwich principle applies: there are academic and vocational training phases that continually alternate. At the start there is either an introduction to technology course (TI) at a technical college or a 6-month period of special basic training. Training in a craft looks like this, for example:

Carpenter:



(Source: Education and Training at Vocational Colleges in Denmark courtesy of the Danish Ministry of Education)

Part VII: Links

EURES

- ▶ European Job Mobility Portal (EURES): <http://europa.eu.int/eures/main.jsp?countryId=UK&acro=living&lang=en&parentId=0>

European guidance

- ▶ Euroguidance centres in all EU-member and accession states and Switzerland inform on the advisory systems in your home country, if you intend to work or study in another EU-member state. <http://www.euroguidance.net>
- ▶ <http://www.fitforeurope.info>
- ▶ If you have difficulties regarding the recognition of diplomas you can turn to the EU directory service for citizens, which gives advice free of charge. <http://ec.europa.eu/citizensrights/>
- ▶ Further information on countries and their (business) etiquette is available on <http://www.executiveplanet.com>

Free online translation (all languages):

- ▶ <http://babel.altavista.com/tr>



EUROPASS

- ▶ http://europass.cedefop.europa.eu/europass/preview.action?locale__id=1

Overview and job offers in Denmark:

- ▶ www.workimport.dk

Newspapers online

- ▶ Morgenavisen Jyllands-Posten: <http://jp.dk/>
- ▶ Politiken: <http://politiken.dk/>
- ▶ Berlingske Tidende: <http://www.berlingske.dk/>
- ▶ Forum: <http://www.forum.dk/>

Guides:

- ▶ Information on particular regions (events etc.): <http://www.city-map.dk/?lg=en>
- ▶ Yellow pages: <http://www.yellowpages.dk/>
- ▶ <http://www.krak.dk/>
- ▶ White pages: <http://www.infobel.com/Denmark/>

Further information, i.e. accommodation, media:

- ▶ Tourism association: <http://www.visitdenmark.com>
- ▶ Ministry of Science, Technology and Innovation: <http://www.workindenmark.dk>
- ▶ „CIRIUS“ (National Reference point for the transparency of vocational qualifications) offers information on the vocational and technical level of vocational qualifications: www.ciriusonline.dk

Imprint

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