

Safety advice for students travelling abroad

Before you travel

Your responsibility as a student

- Please read this entire guide before you leave and take the necessary precautions. Careful planning of your journey is a precondition for a successful stay.
- Make sure you have all necessary travel and health insurance in place. Your educational institution is not in any way responsible for any lack of coverage and cannot be held responsible for any economical, security or legal problems you encounter.
- Remember that you are responsible for your behaviour and your decisions.
- Investigate before you travel what options you have if you need to get help in the event of any unforeseen events.

The participating lecturers' responsibility on study tours etc.

- Depending on the number of students travelling, 1-2 lecturers may be present on the journey. One of them can always be contacted 24/7 in the event of serious incidents. At night and in the evenings, you must only contact the lecturer in charge in the event of a serious incident.
- You can only expect that this lecturer will act as *Bonus Pater* (a person who acts prudently in a given situation) in unforeseen events.
- The accompanying lecturer will upon arrival at the destination, inform the group about a meeting place in the event of an evacuation of the hotel, or for any other serious incidents that require the group to be together. The lecturer decides how the group will get the message to assemble at the meeting place.
- The participating lecturers will provide contact information about the following before departure:
 - lecturer/s who can be reached in the event of an accident
 - the nearest Danish consulate/embassy
 - local police, fire, ambulance
- Depending on the incident and the situation, the lecturer will determine whether a student can go alone or must be accompanied to the doctor, hospital or local authorities.

Important contact information

Who can I contact in emergencies/crises?

If you get in serious trouble whilst abroad, you will find a lot of good advice on the Ministry of Foreign Affairs website (<http://um.dk>), and Danish embassies and consulates all over the world are ready to advise you. **If you do not have Danish citizenship, you must check on your own country's Ministry of Foreign Affairs website.**

It is also a good idea to have the Ministry of Foreign Affairs' travel App 'Rejseklar' installed on your phone (only in Danish). You will find it in App Store and Google Play. Here you should

also sign up for the 'danskerlisten' which informs the Ministry where Danes are (only in Danish). You will then get notified directly if there is a crisis, for example a natural disaster in the country you are in.

The Ministry Of Foreign Affairs' citizen service centre (only in Danish)
Phone +45 33 92 11 12 (24/7) and e-mail bbb@um.dk.

Embassies and consulates

[Find your nearest embassy or consulate here](#) (only in Danish).

In the event of a natural disaster or any other disasters covered by the Danish media, it is important that you contact your relatives as soon as possible so they know that you are okay. Also remember to contact Business Academy Aarhus.

Contact at Business Academy Aarhus

In case of serious emergencies/crises, you can contact Head of Internationalisation, Mads Helund. Phone +45 41 88 60 21 and e-mail mhed@eaaa.dk.

If you need to get in contact with Mads outside office hours (Danish time), you can write him a text message and he will get back to you ASAP.

Relatives

Please note that if something happens to you, Business Academy Aarhus will not be able to contact your relatives unless you have given us explicit permission to do so. This is due to the rules regarding personal data which do not permit the sharing of your personal situation or circumstances. It is always a good idea that you inform your closest relatives about your travel plans, as well as any significant changes to these.

Visa, passports and residence permits (specifically for Danish citizens)

If you are travelling with a Danish refugee or an alien's passport, or if you are a national of a country other than Denmark, then you should contact the embassy of the country you will be visiting to inquire which visa or passport rules apply to you. A contact list of these embassies can also be found on the Danish Ministry of Foreign Affairs' website.

You should be aware that to travel to certain countries, you are required to have a visa and/or residence permit. It is a good idea to orient yourselves on the Danish Ministry of Foreign Affairs' website (<http://www.um.dk>), where passport and visa regulations for other countries are kept up to date (in Danish only).

Make sure you apply for the correct visa: if you are going to study or do an internship abroad and require a special visa for this, then obviously you should not order a tourist visa. Certain countries are very strict about people ordering the wrong type of visa, even if this is simply a mistake.

In relation to visas, you must make sure that your passport has blank pages in which a visa and stamps can be inserted. Your passport must be valid for as long as you are travelling, and many countries require that your passport is valid for 6 months after you have left the country concerned. The following link provides information about each country's requirements (for Danish citizens). If you lose your passport, check the following link to see where you can obtain a new passport or an emergency travel document: [Udenrigsministeriets informationer om pas](#) (only for Danish passports).

Finally, it is worth mentioning that in some countries you must register with the local authorities upon arrival, typically with the local police. This should also be examined prior to departure.

Credit cards and travel documents

Before your departure, you should make sure you have all your travel documents, passports and credit cards. Even though flight tickets are electronically stored by airlines, you should print and bring your e-ticket and reference numbers. The same is true for any kind of travel product that you have ordered from home - vouchers for accommodation, proof of car rental and adventure tours, activities and language courses.

Remember electronic and paper copies

Make sure you save copies of all your important travel documents, including your passport and credit cards in your email and in Dropbox, etc. You should also bring a paper copy of your passport that you keep separately from your actual passport, as well as leave a paper copy at home in Denmark. A copy of your passport can be useful if you lose your passport and need a new one, but a copy will never be accepted by foreign authorities as proof of your identity.

Credit card and money

It is always a good idea to have a little of the country's currency with you when you arrive or exchange a bit at the airport. In many countries you are expected to give tips etc, and this is not always possible with a credit card.

You should bring two credit cards that you do not keep in the same place, so that you have a backup in case you lose one. It can take a while to get a new credit card when you are abroad. Always remember the telephone number to get your credit card cancelled if one of them gets stolen, or you lose it. Save it with other important phone numbers and contact data in Dropbox etc.

Insurance

It is important that you buy and familiarise yourself with all appropriate insurance policies before you travel.

Have a look at what your current insurance covers, you can often buy travel insurance as a supplement to your other insurance policies.

A good travel insurance policy will provide coverage for:

- Illness (including repatriation for severe illness)
- Accident
- Private liability
- Property contents (including lost luggage)

You should also know whether your insurance policy covers you if you need to travel home suddenly in the event of serious illness or death in your immediate family.

When you are travelling in EU/EEA countries, it is also important that you bring your blue European Health Insurance Card, which allows you the same medical treatment as the local citizens in the country concerned. The blue European Health Insurance Card doesn't cover enough though and must be complemented by travel insurance. The yellow Danish Health Insurance Card cannot be used outside of Denmark.

Vaccinations

When staying in most countries outside of Europe, you should be vaccinated against infectious diseases. Most countries in Africa, Asia, Central and South America and the Pacific region require some form of vaccination. Typical diseases you should be aware of:

- Yellow fever
- Hepatitis A
- Hepatitis B
- Meningitis
- Tetanus
- Malaria

Ask your doctor for advice about which vaccinations you need. Make sure you do it well before you leave – preferably at least 6 weeks – since some vaccinations require multiple injections. In Denmark, we recommend that you go to your own doctor or get from a help a vaccination centre.

You can check which vaccinations you need for each country on <https://en.ssi.dk/vaccination/travel-vaccination> on the Serum Institute's website. You can also read about general advice on infectious and other diseases abroad.

On the [Danske Lægers Vaccinations Services'](#) website you will find further information on how you can get vaccinated etc. (only in Danish).

Illness, hospitals, medical care

In most countries outside of Denmark you will need to pay for treatment at a doctor or hospital. Therefore, you should always purchase travel insurance before you go abroad. Make sure you have the insurance company's SOS phone number somewhere you can always find it. Make sure that you know the local 112 number.

If you become seriously ill, you must remember to inform your relatives, your host institution or your internship company, as well as your Business Academy Aarhus.

Psychological crises

If you are undergoing a psychological crisis, such as a depression, you must first and foremost be open about it with the people around you so that they get a chance to help you. You should also contact your relatives and Business Academy Aarhus.

If you need urgent help, there are several crisis lines, which you can contact by telephone or electronically. You will find an overview on the [Dansk Krisekorps' website](#).

Chronic illness

If you have a chronic illness, you should contact your own doctor before you go abroad. Your doctor can tell you if there are any special circumstances you need to be aware of in connection with your illness.

You should also check that your travel insurance covers you if your chronic illness gets worse during your stay. On [Rejseforsikringsguiden.dk](https://safeaway.dk/rejseforsikringsguiden/) (<https://safeaway.dk/rejseforsikringsguiden/>) (only in Danish) you can read more about insurance for chronic diseases.

Pregnancy

If you are pregnant, you should contact your own doctor before you go abroad. Your doctor can tell you if there are any special circumstances you need to be aware of in connection with your pregnancy.

Travel insurance covers pregnant women in the same way as non-pregnant women, however it won't cover scheduled scans for example. On [Rejseforsikringsguiden.dk](https://www.rejseforsikringsguiden.dk) you can find a lot of information about pregnancy and foreign travel (in Danish only). Please also be aware that airlines have special requirements for pregnant women. You can, for example, not fly if you are far along in your pregnancy.

Medicine passport

If you need to have medication while travelling, which is psychedelic and/or which affects the central nervous system, you must have a medicine passport. Read more on how to get a medicine passport when travelling in Schengen countries here: <https://www.apoteket.dk/pillepas> (only in Danish).

On the [Ministry of Foreign Affairs website](#) (only in Danish), you can find information about different countries' demands for a medicine certificate if you have to travel with medicine.

Political, cultural and religious conditions in the host country

When you are staying abroad on a study trip, summer school, internship or as an exchange student, it is important that you respect local political, cultural or religious conditions as well as all the rules and laws.

It is particularly important that you are informed about and respect the host country's practices in relation to, for example, alcohol, attire, manners, sex, sexuality, and gender identity, etc. You are not allowed, for example, to eat in public during Ramadan in Muslim countries, nor are you allowed to show any kind of disrespect to the royal family in Thailand.

Read more here:

Danish: <http://um.dk/da/rejse-og-ophold/rejse-til-udlandet/>

English: https://www.gov.uk/foreign-travel-advice#_blank

Alcohol, smoking and drugs

Alcohol

When you are abroad, you must pay close attention to rules, laws and culture surrounding alcohol. It is important that you are aware of the local rules and laws regarding alcohol before you buy or drink alcohol. In some places, you are not allowed to drink alcohol in public, and other places do not allow you to possess, purchase or drink alcohol unless you are at least 21 years old. Please also NOTE that it is not only in Muslim countries that alcohol policies are more restrictive than in Denmark.

Smoking

Smoking is annoying for some and a pleasure for others. In Asia and the Middle East, it is quite normal to smoke indoors and outdoors, whereas, in the UK and North America, you are only allowed to smoke in a few places. Pay attention to where you can smoke before lighting up and be aware that smoking rules often also apply to e-cigarettes as well.

Drugs

In some countries and or provinces/cities 'soft drugs' are legal and in other countries the death penalty is imposed for possession, use or trading with even very small amounts of the same drugs. There are no special rules or tolerance for foreigners. As a guest in any country, you need to be aware of the rules and carefully consider what you do. No country allows hard drugs.

Political unrest, demonstrations and strikes

It can be exciting to experience a different country's culture including the local political culture, and it can be tempting to help with, for example, democracy and independence movements. As outsiders, you obviously don't have the same insight into local conditions as the country's own residents, and therefore participation in demonstrations and strikes, for example, can be very dangerous. Not all countries allow/tolerate demonstrations and strikes, and there are not special rules for foreigners. Therefore, we recommend that you keep yourself well-informed about any political turmoil via the local and/or international news and stay away from the areas affected.

Read more here:

Only in Danish: <http://um.dk/da/rejse-og-ophold/rejse-til-udlandet/>

While travelling

Fortunately, most trips happen without any major emergencies or crises occurring. You should always read travel instructions that are appropriate for the country you are travelling to and will be staying in.

The following deals with a description of what you need to do in various situations.

Who should you contact in the event of emergency situations and accidents?

If you are in a crisis abroad, it is important that you contact the relevant people and authorities, depending on the severity of the incident. Contact could be made to:

- Your family
- Any accompanying lecturers
- Business Academy Aarhus
- Possibly your fellow students, especially the group you are working with
- Your insurance company
- The local hospital (mugging, injury, rape, drugs)
- The local police (theft, robbery, mugging, drug-rape)
- The Danish embassy or consulate (lost passports, arrest, natural disaster, terrorist attack, etc.)
- The Danish Ministry of Foreign Affairs citizen service centre + 45 33 92 11 12 (natural disasters, terrorist attacks, serious incidents).
- **Travelers with passports other than Danish should contact their own country's embassy**

Some insurance companies' emergency numbers (know your own company's number):

- SOS International: + 45 70 10 50 50
- Europæiske: + 45 70 10 90 30
- Falck Global Assistance: + 45 70 25 04 05
- Gouda: + 45 33 15 60 60
- BUPA Global: + 45 70 23 24 60

Theft or robbery

If you are unlucky enough to experience a theft or robbery, you must:

- **Contact your insurance company immediately.** This is a matter between you and your insurance company. Business Academy Aarhus has no responsibility for the loss or theft of your personal belongings. With robberies, you can be affected psychologically. Therefore, it is important that you get enough information from your insurance company about how you can deal with it so that you get the treatment that is necessary, and that you are entitled to.
- **Report the matter to the local police.** For most cases of theft and robbery, the insurance company must have proof that you reported the incident to the police. Make sure you get a copy of your police report.

Mugging, violent attack or rape

- If you need help after a violent mugging, please contact an ambulance, hospital or doctor.
- Report the incident to the local police immediately. Make sure you get a copy of your report for your insurance company.
- Contact your insurance company as soon as possible.
- In the event of a rape or drug-rape, you must immediately contact a hospital, so you can be examined. Don't wash yourself even though you will want to. Valuable DNA from the perpetrator can be lost. Remember that you have nothing to be ashamed of. It's never your fault.
- If you need advice, you can contact the nearest consulate or embassy.

Traffic accidents and traffic accidents with physical or psychological damage

Unfortunately, students who are travelling are sometimes involved in traffic accidents, also traffic accidents where there are injuries to themselves or others. Depending on the seriousness of the accident or incident, there are various things that need to be done.

- If you have been injured, contact an ambulance or hospital, depending on the degree of your injury.
- Help others who may need first aid.
- Contact your insurance company by telephone and explain the situation. They can help you determine what assistance you need.
- If necessary, contact the nearest Danish (or your country's) consulate or embassy for local legal advice.
- Never accept blame at the site of the accident, rather wait for the local police.

Self-inflicted events and crises (on study tours)

If you end up in situations that are self-inflicted, for example you provoke a fight, do drugs or consume alcohol inappropriately, the accompanying lecturer has the right to immediately ban you from participating on the rest of the journey. In these cases, you may miss out on important compulsory learning activities that could be an important part of your programme.

Arrest

If you are arrested during your stay, ask for permission to contact a Danish (or your country's) embassy or consulate. Try to contact one of your lecturers as well. Remember the laws, rules and customs can be very different in the country concerned than in Denmark, and the local police may have different methods and practices. Do not try to resist arrest.

How much help you can expect, depends on the country you are staying in. You can expect that the Danish authorities will attempt to contact the local authorities in order to have a meeting so that they can discuss your situation. Business Academy Aarhus cannot be expected to be able to offer you assistance.

War, terrorist attacks, riots or natural disasters

If one of the above situations arises during your stay, you must do the following (don't expect that you can phone or use your mobile phone as the telephone network will probably be overloaded):

- Always follow the authorities' recommendations
- Gather at the prearranged meeting place with the rest of the group, if you are travelling with others
- Stay informed about the situation through local media or the BBC and CNN if you do not speak the local language
- If you are in doubt about the situation in the local area, ask the locals
- If you need help, phone the Danish Ministry of Foreign Affairs emergency number: + 45 33 92 11 12 or send an email to bbb@um.dk.
- Contact Business Academy Aarhus

In the event of a terrorist attack close to where you are

- Run - if you are not already in a safe place. It is better to run than to surrender and try to negotiate. Look for a safe escape route. Can windows, gates and basements be used? Can you get away unseen?
- Hide - if you cannot get to a safe place.
- Search for cover behind solid building components such as brick or concrete so that you will be best protected from getting hit.
- Lock the door and barricade it with as much furniture as possible. Make sure you are not in the line of fire from either a door or any windows.
- Be quiet! Put your mobile phone on silent and turn the vibrate function off. Turn data roaming on so that you can receive emails. Turn off the radio, tv and lights.
- Wait to be evacuated or for detailed instructions from the police or other authorities.
- When help comes let them know that you are there. Keep calm, keep your hands visible and obey all instructions from the authorities. Do not run towards the police!
- Contact your relatives and your Ministry of Foreign Affairs/embassy as soon as possible.
- Decide whether you need crisis help. Find out what your options are from your insurance company, your doctor or the Ministry of Foreign Affairs' citizen service centre.

After travelling

Most journeys end happily, with fond memories of wonderful experiences. However, if you have been exposed to unpleasant events on your journey, the memories will probably remain with you for a while after you have returned home. Depending on the nature of the events, you may react differently. Reactions can come soon or take a longer time and only appear once you have returned home. The most important thing for you is to know is that all reactions are normal. No matter how you feel, you should share your experience with the people around you. Some events may require additional treatment with a psychologist. Check with your insurance company to find out how you're covered if you need post traumatic treatment due to a serious incident.