
CAREER ACTIVITIES IN PRACTICE



UNIVERSITY OF
COPENHAGEN



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Introduction

About the project

Is the international student a benefit or a liability for the economy? A recent study from The Think Tank DEA shows that an international university graduate only needs to stay and work in Denmark for 13 months to “repay” the investment in his or her education. Combined with the fact that Danish companies need to recruit internationally to attract sufficient top talent, this means that retention of international graduates is high on the political agenda, and is becoming a prime focus area for higher education institutions.

Many of our international graduates want to stay on and start a career. The question is how do we prepare them for the Danish job market and improve their chances of finding a job?

In the following catalogue, we present the results of an inter-faculty project supported by the University of Copenhagen (UCPH) through the 2016 Pool for Educational Initiatives. We give ready-to-use examples of activities designed for international full-degree master’s students with the purpose of preparing them for a career in Denmark.

The scope is broad and covers a range of topics from clarifying competences and preparing a good CV and job application to actually networking with companies and getting insight into Danish work culture. Some events are relevant for students who are at the beginning of their studies, while others target students nearing graduation.

The concepts are flexible and you can adapt the events to your academic programme and the relevant job market. In other words, you can tailor-make an event to fit your student group, or just select elements suitable for your purpose.

Our primary focus has been on international students attending one of the English-language master’s programmes at UCPH. However, most events can easily and mutually beneficially be used for a mixed Danish and international student group - for example bringing all the students within the same master’s programme or field of study together. Some events are suited for a small group of students, while others target a large number of students from different degree programmes.

About the Catalogue

The catalogue falls into four parts. In part 1 you will find suggestions for small and large scale activities of various kinds: workshops, company visits, career cafes, match-making events etc. The guidelines include information on the content and the target group, but also practical tips and hints.

In Part 2, the focus is on the practical planning of events including tips on how to market your events to the students.



Retention of international top talent is important to Danish companies



Charlotte Rønhof, Deputy Director, Confederation of Danish Industry

Part 3 is a collection of 21 short films and a number of hand-outs, which have all been produced as part of this project. Feel free to use the films and hand-outs as you see fit during the course of your work.

Finally, in Part 4 you will find an overview of on-going career-related information sources for students from within and outside the university. If you would like to read more, we have included an overview of articles and reports dealing with career preparation and retention of international talents.

About KUnet career pages

If you are interested in more ideas and information, we suggest that you have a look at the Study and Career pages on KUnet, which have been developed as part of this project. You can use the materials in your work, or students can in their own time seek information and watch instructional films (The Good CV etc.), films where fellow students and alumni share their experiences and good advice– or films where company representatives talk about the competences and profiles they are looking for.

About us

The events have been developed and tested collaboratively by four UCPH faculties and the University Education Services. For further information please contact:

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We hope the catalogue will serve as inspiration when planning student events all across UCPH faculties, and that student and career counsellors, international advisors and lecturers will all benefit from the catalogue.

On behalf of the project group

Anne-Grethe Routley,

Project Coordinator
University of Copenhagen
December 2016

Individual career counselling

Career opportunities and the Danish labour market
How to write CVs and job applications

Event	Career counselling
Where has the event been held?	Faculty of Humanities
Description	<p>The focus of individual career counselling sessions is to give the students concrete and tangible advice on how they can prepare for a career in Denmark. Career counselling for international full degree master's students is offered within the following areas:</p> <ul style="list-style-type: none"> • Feedback on their CV • Feedback on job applications • Job and career opportunities/options • Job interview training • Networking suggestions and training • Where to look for student jobs • Danish labour market dynamics <p>The purpose is to have a counselling unit the students can always turn to if they have career-related questions, need guidance or need someone to go through their CV or job application before sending it to a potential employer. The students are given advice on their individual career profiles, the career they wish to pursue and what options they have. The students learn how to write good CVs and applications, and how various aspects of the Danish labour market work .</p>
Marketing	Individual career counselling can be introduced to the students during the introduction programmes before semester start. The career counsellors' contact information and services can be advertised on the students' study site on KUnet.dk
People involved in planning and/or implementation	<p>A career counsellor.</p> <p>The counsellor must be able to manage the counselling session, and possess skills which include: framing the topic, time management, the ability to match expectations for the counselling session, and knowledge of the Danish labour market.</p>
Target group	All students (international and national, and bachelor and master's level students).

Number of participants One, but this can be scaled up to a group counselling session with maximum 10-15 participants. A group counselling session requires (a) clearly defined topic(s).

Further comments Many international students are keen on getting a student job after they arrive in Denmark, and they tend to have a lot of questions regarding this topic. Therefore, it is a good idea to suggest a variety of small to medium-sized companies to the students in order for them to broaden their horizon in terms of where they can seek employment – both during and after their studies.

It is recommended that, before the counselling session, the student send their application or CV or maybe just a few lines about themselves and why they are seeking career counselling. Then the counsellor has time to prepare the session, which makes it more rewarding for both parties (expect 15-30 minutes preparation for each session). A counselling session is expected to last 30-45 minutes.



Career cafés

Insights into the Danish labour market and work culture
How to write a CV and job application

Event	2-hour informal session
Where has the event been held?	Faculty of Humanities
Description	<p>The career café is a two-hour informal session held at the different master's degree programmes. It is the international career counsellor's chance to meet the new international students on each master's degree programme and thereby establish contact with this particular group. It resembles a group counselling session in many ways. The purpose is to inform and present newly-arrived students to career-related matters based on the following topics:</p> <p>The career café exists of at least 4 out the 8 following elements:</p> <ol style="list-style-type: none"> 1) Presentation: Welcome and introduction to the career counsellor's services and planned events. 2) Presentation: Introduction to the Danish labour market. 3) Presentation: Introduction to Danish workplace culture. 4) Workshop: Where would you like to work in Denmark? 5) Presentation: International UCPH alumni from the specific master's programme talk about their career paths. 6) Presentation: Second-year students from the specific master's programme talk about their career choices in Denmark (internships, volunteer work, mentor programmes, independent projects etc.). 7) Presentation: How to write a good job application. 8) Presentation: How to write a good CV.
Marketing	An event can be created on KUnet and posted in various relevant Facebook groups.
People involved in planning and/or implementation	<p>Administrative organizer, i.e. a career counsellor or academic coordinator and, depending on which elements are chosen, 1-2 second-year international students and 1-2 international UCPH alumni.</p> <p>The event organizer must have a basic knowledge of the Danish labour market, Danish workplace culture, job applications and CVs and be comfortable hosting small workshops in order to execute the event without hiring/inviting career experts for the event.</p>

Target group	First semester international full degree master's students.
Number of participants	4-20 students. More students are also welcome, but then the event becomes less intimate and less like a group counselling session.
Further comments	<p>This event can be relatively time consuming to plan if all 8 elements are incorporated into the event. Finding relevant students and alumni can be especially time consuming, but if successful, on the other hand, it can be very rewarding in terms of making the event relevant and interesting for students.</p> <p>Presentation 1, 2, 3, 7 and 8 can be held by the international career counsellor but require planning time in terms of preparing the presentations. Work in Denmark has good material for presentations 2 and 3. The workshop is easy to plan and execute: Ask the students to pair up and have them reflect 10 minutes on</p> <ol style="list-style-type: none"> 1) "What would you like to work with after your graduation?" and 10 minutes on 2) "Where (specific companies, organizations or sectors) would you like to work after your graduation?" <p>The different elements can be adjusted in time and content as the career counsellor sees fit, but in order not to make each element too superficial, it is advisable to have each element last at least 15 minutes.</p>

Marketing text and programme	<p><i>Are you considering what opportunities there might be for a career in Denmark? And would you like to work in Denmark after your studies? Then now might be a good time to start thinking about your options.</i></p> <p><i>At the Career Café you will be given a short introduction to the Danish labour market, and how you, as an international student, can be a valuable resource for many Danish companies and organizations. The Career Café takes the form of a workshop with fellow students on popular workplaces in Denmark. The idea is for you to draw inspiration from the career experiences from fellow students and alumni, who will also give you first-hand career advice on finding jobs and upgrading your skills through internships and student jobs. Finally, the Career Café includes a presentation on how to write job applications that stand out and CVs that impress employers.</i></p> <p><i>Come and learn the basics of job hunting in Denmark.</i></p> <p>SIGN UP</p> <p><i>As snacks and refreshments will be served, we would appreciate it if you could sign up for the Career Café beforehand. Please sign up here.</i></p> <p><i>This event is mainly for new international full degree MA students at XXX and XXX, but previous years' students are also welcome.</i></p> <p>Programme:</p> <p><i>11:00-11:15 Presentation: A career in Denmark?</i></p> <p><i>11:15-11:30 Workshop: Where would you like to work in Denmark?</i></p> <p><i>11:30-11:45 Break: Sandwiches and refreshments</i></p> <p><i>11:45-12:30 Student and alumni presentations</i></p> <p><i>12:30-13:00 CVs and job applications: do's and don'ts</i></p>
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JTI – try a personality type test and optimize your collaboration

Insights into personal preferences and different personality types (JTI)
Personal career clarification
Strengthening collaborative skills

Event	3-hour workshop
Where has the event been held?	Faculty of Science
Description	<p>The purpose of this workshop is to give the participants insight into their own strengths and areas of possible development in relation to collaborating and communicating with others. Participants will identify their preferences and learn how they can develop personal and communicative competences through the understanding of different personality types presented through the Jungian Type Index (JTI).</p> <p>The participants learn about themselves by achieving a greater understanding of their own preferences. They raise their awareness of the action patterns of other people, and the different ways to approach various tasks.</p> <p>The aim is to use JTI as a tool for the clarification of personal preferences. JTI is used as a development tool in collaboration situations as well as in relation to personal career clarification.</p>
Marketing	<p>Flyers can be distributed to the students and posters placed in the campus area. The event can be announced on KUnet and on the faculty's Career Guidance website, as well as being sent to the students as a message on KUnet.</p> <p>As part of a course "Innovation and Entrepreneurship", the workshop was described in the course plan and the students were expected to participate.</p>
People involved in planning and/or implementation	<p>A presenter (certified in the Jungian Type Index (JTI)) and a student assistant.</p> <p>For the practical aspects, you may need to involve catering services (if serving drinks and/or snacks) and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	<p>All students (international and national, and bachelor and master level students).</p> <p>It is particularly relevant for students who are required to work in groups as the theory focuses on learning about not only one's own preferences, but also the preferences of other people.</p>



It is very important that you know what you are good at, both professionally and socially

Lykke Fehmerling (DJØF)

Number of participants Maximum 30 participants to be able to carry out the exercises in a satisfactory way and in order to have a dynamic group.

Further comments This workshop was held as a SPOT event and as part of the course "Innovation and Entrepreneurship".

For information about Jungian Type Index:
<http://english.cfl.dk/articles/leadership-tools/jti-jungian-type-index>

The tests cost approximately DKK 175 per test including a booklet.

The presenter in this workshop must be certified in Jung's Type Index (JTI). They must know the theory well and must be able to communicate it, and be able to carry out different kinds of exercises to support and underline the theoretical points.

A student assistant sent the tests to the participants and prepared materials etc. for the event.

Planning takes about 5 hours for a 3-hour workshop including time spent on sending out tests, forming groups for exercises, printing material and preparing exercises and presentation.



How to get a student job

Identify competences and skills relevant to the jobmarket
Find out about the Danish job market
Find out where to look for relevant jobs and how to apply
Improve your networking skills

Event	2-hour workshop
Where has the event been held?	Faculty of Health and Medical Science
Description	<p>A workshop on how to optimize the chances of getting a job – whether it be for a student or a full-time job. The event is divided between real life examples and suggestions for what the participants can do. The participants are challenged to consider and give examples of their own competences and skills – and how these can be translated into something which is relevant for a job/an employer. The workshop also focuses on what networking is, and how best to go about it.</p> <p>The workshop can also include one or more students with an international background, who can share their stories of getting a student job in Denmark. It is recommended that the student presenters take questions after their presentation.</p> <p>This type of workshop can also be used as an introduction to the Danish job market in general, how to look for and apply for jobs (in Denmark), and how to approach potential employers.</p>
Marketing	Flyers for the workshop can be distributed during the introduction programmes for first-year MSc students. It can also be announced as an event on KUnet.
People involved in planning and/or implementation	<p>Administrative organizer, i.e. a career counsellor or academic coordinator, a presenter/facilitator and one or two current students with an international background who have student jobs.</p> <p>For the practical aspects, you may need to involve catering services (if serving drinks and/or snacks) and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	<p>All students (international and national, and bachelor and master level students).</p> <p>It is relevant for both new students (looking for student jobs) and for students near graduation (looking for full-time jobs).</p>



There are actually a lot of opportunities in Denmark. There are many companies that are willing to hire internationals.

Thais Arjona Méndez (alumni) Spain

Number of participants	Minimum 10 participants – maximum 60 participants. Preferably somewhere in between, so there is time for the participants to share their stories and ask questions. If there are too few participants, it may be beneficial to change it to individual counselling.
Further comments	<p>This workshop is very popular with the international students who have just arrived, so it is often a good idea to arrange it just after the first semester starts.</p> <p>If you can find one or more current students who have different types of student jobs to take part in the presentation, this can be very useful for the participants. They only need to make a short presentation (10 minutes).</p> <p>Two and a half hours seems about right for this event.</p> <p>If this event is carried out by an external consultant, very little time for preparation is required. However, the organizer should set time aside for practical planning (event creation, PR, sign-up, refreshments, preparing the room etc.).</p>
Marketing text and programme	<p><i>How to get a student job</i></p> <p><i>Are you looking for some good ideas on how to present yourself when you are looking for a student job? Then this is the right workshop for you. At the workshop you will learn to:</i></p> <ul style="list-style-type: none"> • <i>Gather in-depth knowledge about your field, so you stand out from your competitors</i> • <i>Network – whether you are introvert or extrovert</i> • <i>Spot relevant jobs that you can apply for with an unsolicited application</i> • <i>Write unsolicited applications</i> • <i>And much more...</i> <p><i>The workshop is based on examples of how other students have been successful with their job seeking and what the Danish job market requires from candidates. Through practical exercises, you will find your own way to a successful job seeking strategy, and through effective tools you will be able to implement your strategy.</i></p> <p><i>You will also hear from fellow students who have already landed their first student jobs in Denmark. They will share their experiences with you and give you tips on how to go about finding a student job.</i></p> <p><i>Registration for this event is required.</i></p>

LinkedIn: Improve your Danish career prospects

Improve your understanding of LinkedIn as a tool for searching for jobs and networking in a Danish context
 Learn how to create/optimize your personal LinkedIn profile
 Learn how to identify relevant companies

Event	2-hour workshop
Where has the event been held?	Faculty of Health and Medical Science and Faculty of Humanities
Description	<p>A brief presentation of what LinkedIn can be used for and how to optimize your personal profile in order to increase your career opportunities. The workshop focuses on the basics of LinkedIn, i.e. it is a beginner's workshop, hands-on workshop, where the participants are introduced to LinkedIn's features and settings, and where they can learn how to utilize LinkedIn as a job searching/networking tool. Students can for instance get help with technical issues or evaluation of elements on their LinkedIn page (profile picture, background picture, headings etc.).</p> <p>This is also combined with tips on how to find companies and how to contact them. This type of workshop can be used as an introduction for students on how to look for and apply for jobs in Denmark.</p>
Marketing	Flyers for the event can be distributed during the introduction programmes for first-year MSc students. The event can be announced on KUnet and in relevant Facebook groups.
People involved in planning and/or implementation	<p>An administrative organizer, i.e., a career counsellor or academic coordinator, and a presenter/LinkedIn expert.</p> <p>If you wish to be the presenter yourself, it is important that you are a confident LinkedIn user with substantial experience in using the platform. Please note that LinkedIn often changes its functions and design.</p> <p>On the practical side, you may need to involve catering services (if serving drinks and/or snacks) and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	<p>All students (international and national, and bachelor and master level students) who are relatively new to LinkedIn.</p> <p>Relevant for both new students (looking for student jobs) and for students nearing graduation (looking for full-time jobs).</p>

Number of participants Minimum 5 participants – maximum 40 participants. Preferably somewhere in between, so there is time for participants to ask questions and receive individual input on their profile from the expert.

Further comments Participants must bring their own laptop and have a LinkedIn profile when attending this workshop.

This workshop is also very popular with the Danish students.

It is recommended that you send out the PowerPoint presentation the day after the workshop, so that participants can utilize the ideas and tips for the continued improvement of their LinkedIn profiles.

Two hours seemed about right for this event, but some students indicated that the event could even have been longer.

The time required for preparation depends on whether you use an external presenter or give the workshop yourself. However, the organizer should put time aside for practical planning (event creation, PR, sign-up, refreshments, preparing the room etc.).

Marketing text and programme

Come and learn the basics of how to grow your professional network and enhance your Danish career prospects with LinkedIn. Gain inspiration on how to use LinkedIn in new ways through practical exercises.

LinkedIn has quickly grown to be the most successful professional networking social media. In Denmark it is used by professionals, recruiters, employers, organizations and companies to look for new talent. It is a smart, easy and very useful tool for networking with professional peers, alumni, and organisations and people you would like to work for.

This workshop will introduce the basic features you need to know in order to grow your professional network on LinkedIn. Through presentations and practical exercises you will learn about new features you probably have not used yet and find out how to enhance your career prospects through LinkedIn.

Registration for this event is required. Sign up here.

Important: Please bring your laptop.

Programme:

10:00-10:15 Welcome / coffee, tea and light refreshments

10:15-11:00 Part 1: Improve your profile with a LinkedIn makeover

11:00-11:10 Break / Light refreshments

11:10-11:50 Part 2: Improve your presence on LinkedIn

11:50-12:00 Summary and evaluation

What if I don't have a LinkedIn Account? It is easy, free and fast to sign up. Just follow the steps here link.

The perfect pitch

Learn how to pitch ideas to companies

Event	3-hour workshop
Where has the event been held?	Faculty of Humanities
Description	<p>In this career seminar, the students work on an idea they want to pitch to a company and then learn how they can actually best pitch the idea in practice. They learn the basics of how to present their idea most effectively, and most importantly they find out about the different techniques and do's and don'ts of the perfect pitch.</p> <p>The students end up with a toolbox they can utilize when they want to convince a company to invest in them and their ideas.</p>
Marketing	An event can be announced on KUnet and information posted in various Facebook groups.
People involved in planning and/or implementation	<p>Administrative organizer, i.e. a career guidance counsellor or academic coordinator, and a presenter.</p> <p>The presenter should have substantial knowledge about presentations, storytelling techniques and pitch experience.</p> <p>On the practical side, you may need to involve catering services (if serving drinks and/or snacks) and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	All students (international and national, and bachelor and master's level students).
Number of participants	20-40 participants.
Further comments	<p>This event could maybe be planned as an extension to the networking workshop or simply as a module in the networking workshop.</p> <p>The preparation and planning for this workshop takes around 4 hours.</p>

Marketing text and programme

Do you want to ease the transition from student to employee? And do you want to enhance your own employability? Then you need to start thinking about how you can start forging links with companies WHILE you are still a student.

Come and get inspiration on developing business ideas for companies and how to pitch your ideas to companies you are interested in working with.

Students need to be vocationally minded during their studies in order to enhance their employability after graduation. Furthermore, working with or in a company during your studies might open unexpected doors to the job market after handing in your thesis.

Irrespective of whether you are working on your thesis, a semester project, a minor assignment, an internship or an idea for an industrial PhD, this career seminar is relevant if you want to contact a company at some point. This might be a private company, a research institution, a public organization or small to medium sized enterprise.

In this career seminar, you will work on an idea that you want to pitch to a company and then learn how you can actually pitch the idea in practice. You will learn the basics of how to present your idea most effectively, and most importantly you will learn the different techniques and do's and don'ts of the perfect pitch. You will leave this seminar with a toolbox you can utilize when you want to convince a company to invest in you and your ideas.

The workshop is based on examples of how others have successfully pitched their ideas. Through practical exercises, you will find which strategy works best for you, and through applying effective tools you will be able to implement your strategy.

Important: If you did not take part in the first seminar, 'Networking with companies', please think of an idea that you would like to propose to a company. It does not have to be anything big – it can be an idea you have made up, an actual idea that you would like to work on, or something you have heard other people talk about.

Registration for this event is required. Please sign up [here](#).

Program:

15:00-15:10 Coffee and light refreshments

15:10-15:20 Welcome presentation: Why do humanities' students need to create links with companies?

15:20-16:00 Presentation and workshop

16:00-16:15 Break

16:15-17:00 Presentation and workshop

17:00-17:15 Break

17:15-18:00 Presentation and workshop



The Danish working culture is very unique

Pamela Wilson (alumni) US

Plan your career in Denmark

Learn to identify competences relevant to the Danish job market
Gain insight into Danish work culture
Find out which tools can help you plan a career in Denmark

Event	3-hour workshop
Where has the event been held?	Faculty of Science
Description	<p>This event is focused on giving international students need-to-know information and tools for planning a career in Denmark.</p> <p>The participating students learn to identify the needs and expectations of Danish employers. They learn to focus on their individual and relevant competences and they gain insight into the Danish work culture.</p>
Marketing	The event can be posted on the faculty's website and in relevant Facebook groups. It can also be created as an event and as a news post on KUnet. Flyers can be distributed on campus.
People involved in planning and/or implementation	<p>A student- and career guidance counsellor, a student assistant and the alumni.</p> <p>If you wish to be the presenter yourself, it is important to be acquainted with the main career-related issues for international students interested in a career in Denmark or have a close dialogue with the presenter, who will know about such issues.</p> <p>On the practical side, you may need to involve catering services and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	The event is targeted at international students.
Number of participants	Approximately 20-70 participants.
Further comments	<p>The Faculty of Science has held the event in two different variations, and recommends that the event targets international students and their challenges in relation to the Danish job market.</p> <p>If this event is carried out by an internal counsellor, there are no costs.</p>

Marketing text and programme

As an international student, what is it important to know if you are considering a career in Denmark?

Do you have an international background and are you interested in a career in Denmark after graduation?

Are you unsure about how to go about it? Are you, for example, in doubt about identifying which competences a Danish employer might find relevant?

In general, Danish employers focus on skills, personality and talent. You will get invaluable tips and hints for planning your career in Denmark during this 3-hour workshop, where the focus is on:

- The needs of Danish employers: what are they looking for and what expectations do they have of newly-qualified graduates?*
- Which of your skills are the most important (including skills gained as a result of having an international profile and mind-set)?*
- What is important to know about Danish working culture?*

The workshop will involve a presentation from an international SCIENCE alumni with a career in Denmark. The subject of the presentation is the personal career path the alumni has taken, the considerations involved in planning a career in Denmark, as well as Danish working culture.

In this workshop we will not prepare CVs or job applications. The focus is on what is needed at Danish workplaces and how you can plan your career in Denmark accordingly.

This workshop addresses international MSc students and will therefore be run from an international students' point of view.

The workshop alternates between presentation, discussion and practical exercises, and requires active participation.

Networking workshop

How to identify a relevant network in Denmark
and how to use it to create career opportunities
How to approach Danish companies

Event	3-hour workshop Use your network and spot your career opportunities (SCIENCE) Networking with companies (HUM)
Where has the event been held?	Faculty of Science and Faculty of Humanities
Description	An event focusing on understanding the power of networking in Denmark in order to identify your own career opportunities. The purpose is for each participant to find, establish and maintain a network that is tailored for their individual profile, competences and interests. Furthermore, it is implicit in the purpose that students need to be vocationally minded and cooperate with companies during their studies in order to ease the transition from graduate to employee. Through practical exercises, the participants learn which network (professional, LinkedIn etc.) they can use and how.
Marketing	Flyers can be distributed to the students and posters placed on the campus area. The event can be announced on KUnet, in relevant Facebook groups and on the faculty's Career Guidance website, as well as being sent to the students as a message on KUnet.
People involved in planning and/or implementation	A study- and career guidance counsellor and an external presenter. On the practical side, you may need to involve catering services (if serving drinks and/or snacks) and Campus Services (for booking rooms and AV-equipment etc.).
Target group	All students (international and national, and bachelor and master level students). Although Danish students may previously have received guidance in networking, the event can be useful as a refresher. Bachelor level students may find the event relevant, but it is mostly tailored for master's and PhD level due to their more specialised professional interests and because they are close to graduation and will soon be starting a career.
Number of participants	Approximately 20-40 participants are optimal.

Further comments

The marketing text should be "to the point" for the students to see the value of networking. For the marketing, you need to consider which type of students you are targeting, as there can be great differences between the faculties and individual degree programmes.

The planning (internal and in collaboration with the presenter) takes approximately 4 hours.

The study- and career guidance counsellor identified the focus and purpose, the content, and the learning goals for the students – in close collaboration with the presenter. The counsellor also took care of the event marketing and booked the external presenter.

At SCIENCE a student assistant took care of room booking, registrations through an online system and evaluation of the event, which at HUM was done by the counsellor.

To organise this event you need event planning and coordinating skills – and analysing the needs of the students and their profiles. You also need to know the main career-related benefits from networking – or have a close dialogue with the presenter, who should know about this.

Marketing text and programme

SCIENCE:

Learn to use your network and LinkedIn for job searches and career development
Are you fed up with just talking about networking and not doing anything about it?

Do you want practical examples of how you can best present yourself both online and offline – are you looking for inspiring ideas that work?

Then this is the right workshop for you.

On the workshop you will learn to:

Gather in-depth knowledge about your field so that you stand out from your competitors

Use your knowledge from your education to create new career opportunities

Build up information on the labour market

Network – whether you are an introvert or extrovert

Use your LinkedIn profile successfully

Identify what you actually have to offer

And much more.

The workshop is based on examples of how others have succeeded in establishing a network and thereby opened up a whole new set of career opportunities.

Through practical exercises, you will find your own successful networking strategy, and through applying effective tools you will be able to implement your strategy.

The course alternates between presentation, discussion and practical exercises and requires active participation.

SCIENCE SPOT event: Use your network and spot your career opportunities

Marketing text and programme

HUM:

Do you want to ease the transition from student to employee? And do you want to enhance your own employability? Then you need to start thinking about how you can start forging links with companies WHILE you are still a student. Come and get inspiration on how to network with companies.

Students need to be vocationally minded during their studies in order to enhance their employability after graduation. Furthermore, working with or in a company during your studies might open unexpected doors to the job market after handing in your thesis.

Irrespective of whether you are working on your thesis, a semester project, a minor assignment, an internship or an idea for an industrial PhD, this career seminar is relevant if you want to contact a company at some point. This might be a private company, a research institution, a public organization or a small to medium sized enterprise.

Through this career seminar, you will learn the basics of networking with companies:

- Where do you find the most relevant companies for your idea?
- How do you prepare to contact a company?
- What are the best ways to contact companies?
- What do you actually say when calling or meeting someone?
- How do you catch the attention of the people you want to work with?
- What are the do's and don't of professional networking?

The workshop is based on examples of how others have succeeded in establishing a network. Through practical exercises, you will find which networking strategy works best for you, and through applying effective tools you will be able to implement your strategy.

NB: This career seminar is the first of two, and we strongly advise you to take part in the second seminar: 'The perfect pitch' as well. Read more about and sign up for the second seminar [here](#).

Registration for this event is required. Sign up [here](#).

NB: The number of participants is limited - first come, first served. International full degree master's students have priority.

Program:

11:00-11:10	Coffee and light refreshments
11:10-11:20	Welcome presentation: Why do humanities' students need to build links with companies?
11:20-12:00	Presentation and workshop
12:00-12:15	Break w/ lunch (sandwich)
12:15-13:00	Presentation and workshop
13:00-13:15	Break
13:15-14:00	Presentation and workshop

Company Day

Event	Company Days
Where has the event been held?	Faculty of Humanities (annually from 2013 – 2016)
Description	<p>An event where students can gain inspiration on how they can use their education to embark on an exciting career. The event provides a platform for students, alumni and companies to network and exposes students to a broader variety of career options. The event at the Faculty of Humanities has generally targeted alumni with careers in SMEs as well as a smaller number of large companies/organisations. Importance has been placed on students hearing about the personal career stories from alumni.</p> <p>Through panel presentations, a master class and workshops with alumni, students learn more about work life, different sectors, businesses and how to approach companies. The day ends with an informal company bazar, in which students can approach the companies and alumni. Academic staff are invited to participate in the panel discussions in order to link the alumni career stories to academic practice.</p> <p>Companies were found through invitations to previous participating alumni and companies, through LinkedIn and Google searches as well as the coordinators' own network.</p>
Marketing	The event can be posted on the faculty's website and in relevant Facebook groups. It can also be created as an event and as a news post on KUnet. Flyers can be distributed on campus, and shown on information screens.
People involved in planning and/or implementation	<p>An administrative organizer, 1-2 local department career counsellors, 1 student ambassador to help in the information desk; 1-3 representatives from each company for the company bazar, and 1 representative from each company for the panels and the master class.</p> <p>For the practical aspects, you may need to involve catering services (if serving drinks and/or snacks/lunch) and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	All students (international and national, and bachelor and master level students).

Number of participants	50-200 students and 10 – 40 companies (SMEs, private companies and public institutions, NGOs). In 2016, there were 170 students and 40 private and public companies and organisations in attendance.
Further comments	<p>This event should only be launched if coordinators have enough time to plan and implement the event. Good coordination and networking skills are needed to plan and implement this event.</p> <p>Make sure to invite alumni and/or companies that are relevant for the different degree programmes so that diversity in career opportunities is reflected in the company bazar.</p> <p>Tip: The master class is tailored to previous participants and mentees in the mentor programme for MA/MSc students. It was very popular and a way to offer a special service to those students who had already attended an event.</p> <p>The time used for planning a company day depends on the duration of the event, number of invited companies, number of panels, and general scope of the event. The main organisers must, however, start planning the program and inviting companies at least 3 months before the event in order to be able to market a well-structured and finalised program 3 - 4 weeks before the event.</p> <p>This event requires a substantial amount of time for planning, coordination and implementation. In particular, the process of inviting companies to the event requires a lot of time to be set aside. At least 3 coordination meetings are necessary before the event if more than one main project manager is involved. Most work in the preparation phase is distributed between the alumni coordinator and the department counsellor.</p> <p>A catering budget is needed to buy lunch, water and coffee/tea for the participating companies.</p>

Marketing programme	<p>Program</p> <p>9:30 – 10:30</p> <ul style="list-style-type: none"> • Preparatory workshop: How to contact companies (in Danish and English) • Master Class: How to market your skills to future employers (only for previous participants/mentees) <p>10:30 – 10:45 Short break</p> <p>10:45 – 11:30 Panel Presentations</p> <ul style="list-style-type: none"> • Education & Training (in Danish) • Communications & Language (in English) • Understanding Business – from companies PoW (in Danish) <p>11:30 – 11:45 Short break</p> <p>11:45 – 12:30 Panel Presentations</p> <ul style="list-style-type: none"> • Business Understanding – a translation tool between students/companies (in Danish) • Understanding Business – from companies' PoW (in English) • Communications & Language (in Danish) <p>12:30 – 12:45 Short break</p> <p>12:45 – 15:00 Company Bazar</p>
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Marketing text**Marketing text:****Inspiration for your future career**

At the Company Day, we offer you the chance to take the next steps towards deciding how to use your education to embark on an exciting career.

Before meeting all the invited companies and organisations at the Company Bazaar, you can participate in a morning workshop or master class, and afterwards participate in 2 panel presentations/discussions and learn about business understanding, what it takes to work within language and communication, and education and teaching.

A number of alumni will be present to provide you with useful advice on how to build a career: career paths, important choices and how to navigate between different options on the job market. We have made it a priority to invite different kinds of companies in order to inspire and challenge you to think creatively and explore unknown career paths. There will be plenty of opportunities for networking and asking questions.



Company Dating

Presentation and networking techniques
Networking with companies in practice

Event	Matchmaking events
Where has the event been held?	Faculty of Science, Faculty of Health and Medical Sciences, Faculty of Social Sciences and also by the Faculty of Humanities (in Danish) in collaboration with the University of Copenhagen's Alumni Association.
Description	<p>The purpose of the event is to coach students in how to approach companies and enter into a targeted dialogue: How do you for example introduce yourself, your ideas and your projects through a brief sales pitch? And how do you ask the right questions to make a company interested in you?</p> <p>The Company dating/Matchmaking events are structured around a preparatory workshop with a focus on presentation and networking techniques. After the workshop (either immediately after or a couple of days after), the participants take part in speed dating sessions with alumni and companies. Each student meets three companies/alumni in individual 10 – 20 minute speed dating sessions.</p> <p>The outcome of the speed dating sessions can be anything from learning how to network in practice to getting an internship/ project collaboration.</p> <p>The event can be tailored both to students who are new to collaborating with companies and to more experienced students who already have some knowledge about networking and are aware of their own competences.</p>
Marketing	An event can be created on KUnet, and information posted on websites and in relevant Facebook groups.
People involved in planning and/or implementation	<p>Career counsellors, an external speaker and/or a speaker from the Alumni Association.</p> <p>Between 6 – 20 company representatives have generally participated. Alumni from the University find it especially interesting to meet the students.</p> <p>You may need to involve catering services (if serving drinks and/or snacks) and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	<p>All students (international and national, and bachelor and master's level students).</p> <p>Matchmaking events can be held for any student group. They can also be incorporated into larger career events where companies are already present, e.g. career fairs or career days. This version of company dating is used for example by DIKU/ Computer Science, since the department started incorporating company dating into their annual career day.</p>
Number of participants	<p>Will depend on the set-up. A minimum of about 10 -15 students and a maximum of 120 students is recommended.</p> <p>It is necessary to keep in mind that there is an upper limit to how many students are able to participate in an interactive workshop, just as a large number of attending students requires a large number of participating companies/alumni.</p>

Further comments

The event is scalable, and the time spent increases or decreases to some extent depending on the number of participating companies.

In order to organise the event, you need a main project manager who is in charge of finding companies/alumni, marketing and finding speakers for the workshop. Alternatively, two departments might organise the event together, such as e.g. SCIENCE Erhverv & Myndighed (in charge of the overall programme, marketing and company contact) and the Alumni Association (in charge of the workshop) have done on a number of occasions.

It is recommended that you start planning the event at least 2-3 months beforehand, in order to allow enough time for company contact and marketing. In particular, carrying out research, sending out invitations and communicating with companies/alumni can all take some time.

A budget is recommended to cover sandwiches/drinks or fruit/drinks for the participants.

It is also recommended that you have international as well as Danish students at the event so that the participants are mixed.

Marketing text and programme

Example of programmes:

Faculty of Humanities:

- Workshop from 09.30 – 11.00
- Company dating from 11.10 – 13.00 (from 11.10 – 11.30 Meet & greet all the companies, from 11.30 – 12.50 individual speed dating sessions, from 12.50 – 13.00 rounding up.

DIKU Career Day:

- Introduction & networking tips/warm-up 20 minutes
- Individual speed dating sessions 5 x 10 minutes (each student gets to meet 5 different alumni/company representatives).

Faculty of Health and Medical Sciences:

The University of Copenhagen is arranging a Networking and Career event for students from the MSc in Pharmaceutical Sciences and MSc in Medicinal Chemistry degree programmes. We hope to inspire you to create networks and to think about your plans for your studies and career.

We would like to invite you to participate in this event, which will take place at Universitetsparken:

Tuesday, 17 May 2016, from 17:00-19:00

During the event, you will be given a short introduction to networking. There will also be other career tips and hints – and afterwards, you will get the opportunity to talk to alumni from the pharmaceutical field and other professionals from the industry. These professionals have been invited to come and meet you, our current students. You will get a chance to talk to them and hear about their experiences, their careers etc. We are aiming to have a broad representation of different companies and different positions from across the Danish job market, but all with a background in or connection to pharmaceutical studies and/or the pharmaceutical industry.

There will be representatives from e.g. XXX, XXX and XXX.

The event will also include a small buffet and the opportunity of informal networking with the other participants. We will be sending out a full programme for the event shortly.

This event is free of charge – however, we do require that you register for the event.

Company visit to...

Learn about specific companies/business sectors
Gain insight into Danish work culture
Gain experience networking with companies

Event	Company visit
Where has the event been held?	Faculty of Humanities Faculty of Health and Medical Sciences
Description	<p>The purpose of this event is to expose international students to Danish companies and organisations. Students get an opportunity to meet and network with companies that could be of professional relevance for the students.</p> <p>The participants learn how specific companies operate, what the business sector is like and what it is like to be employed in a Danish company. The purpose of this event is also to give the students an idea of how they can apply their education and knowledge in practice after graduation.</p>
Marketing	An event can be created on KUnet and it can be posted in various relevant Facebook groups
People involved in planning and/or implementation	Administrative organizer, i.e., a career counsellor or academic coordinator, and a company representative willing to host the visit. The organizer must have good outreach and networking skills in order to make the necessary agreements with companies.
Target group	<p>International full degree master students of all semesters.</p> <p>The students' full degree programme and academic background will determine which companies are especially relevant for which students.</p> <p>Danish students can also participate but the focus should be on how to work in the specific company as a non-Dane.</p>
Number of participants	Minimum 10 people, but it depends on the company's size and ability to host large groups. If the company is big enough there is not really a maximum number of participants.

Further comments

Make sure that the company actually hires/is interested in hiring international talent. It is very likely that the students will find the visit somewhat irrelevant if the company only gives a corporate presentation without addressing how they recruit and work with international talent. The students must get a clear idea of what a work day in the company looks like.

Large companies are often used to hosting visiting groups, which will minimize the time one needs to spend on coordinating the visit. If the company is a small to medium sized company and therefore not used to visiting groups, the organiser and the company representative must spend extra time coordinating the event together. More than one company can be visited on the same day, but that requires extra coordination. There are often no costs associated with company visits as transportation, food and drinks are offered by the company.

Marketing text and programme

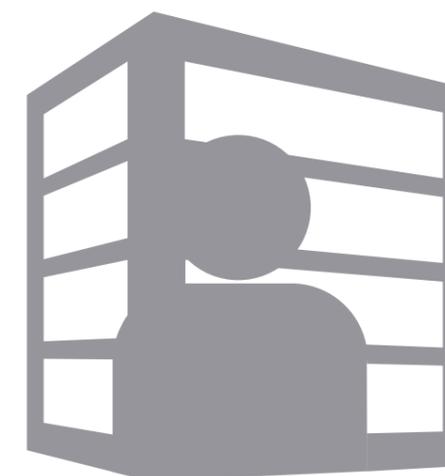
International full degree master students are invited on a company visit to the Danish company xxxx.

Find out how these successful companies work with international talent. Full-degree students (primarily from XXX and XXX) are invited to join this company visit in order to get a first-hand presentation on Danish work culture and to meet a Danish company relevant to their field of study.

SIGN-UP: Sign-up for this event is required. Please sign up here.

***NB!** Students from XXX and XXX have first priority for this event. Maximum number of participants is XXX - first come, first served.*

For inspiration: See a film on company visits





My experience with Denmark is that it is a very network-based job market

Victoria Jae Chuang (alumni) US

Company visit from ...

Get information about specific companies/business sectors
Learn about Danish work culture
Learn about possible career paths
Develop networking skills

Event	Company visit
Where has the event been held?	Faculty of Health and Medical Sciences
Description	<p>The purpose of this event is to expose international students to specific Danish companies and organisations relevant for their line of study.</p> <p>Participants learn how specific companies operate, what their business sector is like, and what it is like to be employed in the company. They also hear about the company representatives' career paths, so they can gain insight into some of the opportunities that are open to students from their branch of studies. Participants also get a chance to network with the company representatives.</p> <p>The company presentation can be done for either very specific subjects/areas or on a more general scale, depending on the audience.</p> <p>This event can be arranged in cooperation with academic staff and can be included as part of a lecture, if it includes a relevant subject, e.g. the working process of a certain type of task.</p>
Marketing	An event can be created on KUnet.
People involved in planning and/or implementation	<p>Administrative organizer, i.e., a career counsellor or academic coordinator (with contact to the company), and one or more company representatives for the presentation.</p> <p>For the practical aspects, you may need to involve catering services and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	<p>All students (international and national, and bachelor and master level students).</p> <p>The students' degree programme and academic background will determine which companies are especially relevant for which students.</p>

Number of participants	Minimum 15 participants – max. unlimited (depending on the size of the room). It also depends on the type of presentation that the company representatives want to make. Remember to match expectations with the presenters.
Further comments	<p>This type of event is very popular for networking, as the participants can get direct contact with the company.</p> <p>Make sure that the company is actually hiring/is interested in hiring international talent. The participants typically want to hear about career paths and about how the company recruit and work with international talent.</p> <p>Though this presentation was part of a course, all students from the two MSc programmes were invited for this specific lecture even though they were not following the class.</p> <p>There are often no costs associated with company presentations as transportation, food and drinks are covered by the company.</p>
Marketing text and programme	<p><i>Career Event: Meet Novo Nordisk – exclusively for MSc in Pharmaceutical Sciences and MSc in Medicinal Chemistry students</i> In cooperation with the Drug Discovery and Development course Come and meet representatives from Novo Nordisk on: 25 October 2016, from 13.00-15.00 at Benzon Auditorium (Universitetsparken)</p> <p><i>Novo Nordisk is a global healthcare company with more than 90 years of innovation and leadership in diabetes care. Their focus is also on helping people defeat other serious chronic conditions, e.g. haemophilia, growth disorders and obesity.</i></p> <p><i>A Director and a Trial Set-Up Planner, both from the Novo Nordisk R&D area, will give a presentation on the following topics:</i></p> <ul style="list-style-type: none"> • <i>Our own career history</i> • <i>Novo Nordisk, the R&D area</i> • <i>Quality in the R&D phase of product development</i> • <i>The STAR programme at Novo Nordisk</i> <p><i>Coffee and tea will be served just before the presentation starts. Please sign up here.</i></p> <p><i>We are looking forward to seeing you!</i></p>

Entrepreneurship and Intrapreneurship

Insight into entrepreneurial job opportunities, theories and models

Event	3-hour workshop
Where has the event been held?	Faculty of Humanities
Description	<p>The purpose of this event is to expose the students to the option of choosing an entrepreneurial career path. Many jobs are available outside the large established companies and organisations, which international students are not necessarily aware of when they move to Denmark. The focus of the event is to give students the basic tools of entrepreneurship and how they can create positions for themselves in companies.</p> <p>The participants learn about entrepreneurial theories, models and the framework an entrepreneur must/can operate within.</p>
Marketing	An event can be created on KUnet and posted in relevant Facebook groups for students.
People involved in planning and/or implementation	The career counsellor and an external entrepreneur/presenter.
Target group	All students (international and national, and bachelor and master's level students). It is mostly relevant for master's level students.
Number of participants	20-40 participants
Further comments	One external presenter/entrepreneur was invited. To further develop this event, one could invite more than one entrepreneur, with similar academic backgrounds. We recommend allowing time for the students to work on their own entrepreneurial ideas.

Marketing text and programme

Have you ever considered an entrepreneurial career or thought about how you can create your own position in an organization? Come and learn the basics of how to cultivate an entrepreneurial spirit and learn how to present yourself as a valuable asset for an organization or a smaller Danish company.

Many graduates tend to look at large organizations and companies in the search for a job and few consider the career path of entrepreneurship after graduation. However, there are many jobs for graduates in small to medium sized Danish companies and an entrepreneurial career is often fruitful and will take you on an alternative but exciting career path.

In this seminar, we will help you find out what your unique blend of talents, interests and education is and how you can create value for society or in an organization.

Through this workshop you will gain insight into entrepreneurial competencies useful for starting your own business or if you want to act as a change agent/innovator in an organization. And most importantly, we will look at how you can create value and create your own job in a company.

SIGN-UP:

Registration for this event is required. You can sign up here.

Program:

09:00-09:15 Welcome and introduction / coffee, tea and other refreshments

09:15-10:00 Workshop 1: Entrepreneurial competences

10:00-10:40 Workshop 2: Trends and challenges in our time

10:40-11:00 Break

11:00-11.50 Workshop 3: Models to work from

11:50-12:00 Summing up and evaluation

Description of the workshops

Workshop 1: Entrepreneurial competences

We hear about the entrepreneurial mindset all the time, but what is it? How do you find your own entrepreneurial competences and how do you use them to create your own job and create value – either in your own business or in a small or medium-sized business.

Workshop 2: Trends and challenges of our time

What is the environment we have to navigate in as an entrepreneur? What are the trends and the challenges and how do we act on them? We'll look at how "the Why" we do things is important.

Workshop 3: Models to work from

In this workshop we'll have a closer look at some models that can help us improve our entrepreneurship. They can be used both in your own company or if you want to start up a project in a small to medium-sized business.

Summing up

What can we take away with us from today and what is our next step?



Having an international background has helped me get my current job. They really appreciate someone who has an international background

Pamela Wilson (alumni) US

PhD Event – A Career in Academia

How PhD studies are organized in Denmark
How to apply for a PhD
Life as an international PhD student

Event	Presentation
Where has the event been held?	Faculty of Humanities
Description	<p>The purpose of this presentation is to raise students' awareness of the option of having a career within academia and science (PhD Studies at the University of Copenhagen). If students are interested in this career path, they need to consider this from the beginning of their master's studies.</p> <p>The presentation will introduce them to PhD studies, the PhD application, and provide them with invaluable advice on how to prepare for a career within academia. It is also a good way for a faculty to promote industrial PhDs.</p>
Marketing	An event can be created on KUnet and the presentation can be announced in relevant Facebook groups.
People involved in planning and/or implementation	<p>A career guidance counsellor, a representative from the PhD School and 2 PhD students.</p> <p>The counsellor is the facilitator of the event, the PhD School representative gives the general presentation on PhD studies and advice on the PhD application procedure, and the 2 PhD students give presentations on life as a PhD student and about their own research.</p> <p>On the practical side, you may need to involve catering services (if serving drinks and/or snacks) and Campus Service (for booking rooms and AV-equipment etc.).</p>
Target group	All students (international and national, and bachelor and master's level students). The event is mostly relevant for master's level students.
Number of participants	10-40 participants

Further comments

It is important for this event to have PhD students to present. This ensures that the event is kept relevant and targeted for the students.

The counsellor needs around 4 hours of planning, which is also the estimated time for presentation preparation for the PhD School representative. Each PhD Student should take 1-2 hours to prepare their presentation.

The event is held in-house and therefore involves no costs. However, a small gift can be given to the PhD students for taking the time to talk at this event.

Marketing text and programme

Have you considered PhD studies as a possible career path? And have you considered doing a PhD at the Faculty of Humanities? Come and learn about the faculty's PhD programme, how to apply, and what life as a PhD student is like.

Doing a PhD could well be your next career move after you have finished your master's. The PhD School at the Faculty of Humanities enrolls more than 50 PhD students annually and many of these are international students.

'A career in academia?' will introduce you to the world of PhD studies in Denmark and specifically at the Faculty of Humanities: what does a PhD education involve; how can you prepare yourself and your CV for a PhD during your master's studies; how do you apply for the faculty's PhD programmes; and what is life like as an international PhD student here? Come and be inspired and learn the basics of preparing and applying for a PhD.

Registration

Registration is required in order to ensure catering for this event. Please sign up here.

Program

10:00-10:15 Welcome / Coffee, tea and light refreshments

10:15-11:00 PhD Studies at the Faculty of Humanities / Presentation by the PhD School

11:00-11:45 Life as a PhD student at the Faculty of Humanities/Presentation by international PhD students

11:45-12:00 Summary and evaluation



It helps us to do the networking, and get to know the tips and tricks on how to get a job in Denmark

Arpan Sharma (alumni) India

Mentor Program

Large scale; centrally coordinated; university-wide initiative

Event	Mentor Programme for MA/MSc students
Where has the event been held?	<p>The mentor programme for MA/MSc is organised by the Alumni Association. It targets MA/MSc students from all six faculties and both Danish and international students are welcome to apply.</p> <p>The programme has run from 2008 – 2016.</p>
Description	<p>The mentor programme bridges the gap between life as a student in an academic setting and life as a young working professional.</p> <p>It matches students (mentees) with an employee (mentor) in one of the 25-35 mentor companies. The mentoring process lasts a year, with 5-7 meetings, typically at the mentor's company. The meetings provide students with input for recognising their competences, how to hone their skills to match the job market, and first-hand knowledge about specific sectors and/or job functions. They also help to expand the students' networks and offer them inspiration and sparring about their dream jobs or their insecurities.</p> <p>220-240 students from all faculties are matched with a mentor each year. The interest from international students in getting a mentor has generally been very high and 35-50 international students are matched in each round.</p> <p>In order to design a programme that is able to serve both Danish and international mentees and mentors, new information materials and event concepts have been developed in English.</p> <p>The programme encompasses a number of events. They now take place entirely in English and time has been spent developing concepts that work for both Danish and international mentors/mentees:</p> <ul style="list-style-type: none"> • Kick-off event (repeated twice) • Spring event for mentors (hosted by a mentor company) • Spring event for mentees (hosted at the University or by a mentor company) • Closing event (hosted at the University)

Marketing	<p>The programme is marketed through various channels and the marketing initiatives are quite extensive:</p> <ul style="list-style-type: none"> • Alumni Association's websites and social media channels • Direct marketing to student members of the Alumni Association • On Kunet.dk as news, event and on web banners. • Via the yearly Career Fair for all students • Through student and career counsellors at the six faculties • Social media channels (student Facebook groups) • On erhverv.ku.dk
People involved in planning and/or implementation	<p>Two overall programme managers are responsible for the programme. One communications officer (part-time), one student helper and one office trainee.</p> <p>Expertise in corporate relations and alumni relations as well as expertise in mentoring and organising events is necessary in order to run a professional programme. Expertise in communications, marketing and project management is also a must</p>
Target group	<p>The mentor programme is targeted at both international and Danish master's level students.</p> <p>It is also targeted at large private and public companies and organisations that employ a lot of alumni from the University</p>
Number of participants	<p>Mentoring programmes are scalable in size and there is no upper limit to the number of participants. The precondition of the present mentor program growing from 100 mentor pairs a year to 240 is that the matching is done in close collaboration with the mentor companies so that the Alumni Association does not have to make each individual match.</p>
Further comments	<p>The mentor programme takes a lot of time to coordinate and manage. 1.5– 1.8 full-time positions had been reserved for that purpose, divided between 3 project managers. In addition to that, an office trainee and a student worker worked on the programme.</p>

Example of mentee event in 2015

Mentee Event at Københavns Kommune on 25 March

Join the other mentees for an afternoon with plenty of insight and inspiration for your mentor meetings! On 25 March we go beyond the university walls and invite you to an exclusive behind-the-scenes mentee event at Københavns Kommune, one of the long-running mentor companies in the programme.

Tips & Tricks, Dos & Don'ts

The focus will be on learning, sharing and networking between the mentees. Where are you right now in your mentoring process? How do you optimise your mentor meetings and prepare them for success? What are the challenges and how have others solved these challenges?

The event is a unique chance to pick your peers' - and the programme managers' - brains for valuable tips and tricks, dos & don'ts.

Tour of City Hall

We kick off the event with a tour of historic City Hall. There is only room for 40 participants and we will allot the seats on a first come, first served basis - so sign up quickly.

Programme

15:00 - 16:00 Tour of City Hall

16:00 - 17.30 Mentee Event: Mentoring Inspiration

17.30 - 18:00 Networking

Example of mentor event in 2015

Mentor Event at Nordea on 17 March

On 17 March we are pleased to invite you and the other mentors to a special mentor event at Nordea, one of the long-running mentor companies in the programme. It will be an afternoon with lots of insight and inspiration for your own mentor meetings, group discussions about the mentor role(s) and concrete tools, dos and don'ts that you are able to use in your own meetings.

The focus will be on learning, sharing and networking between the mentors. What works for you? What are the challenges? How have others solved these challenges? How can you facilitate the dialogue? Two of Nordea's mentors will share their stories, experiences and reflections on the road to success as a mentor and possible bumps along the way.

Chief project manager XXX is a mentor for two students at the same time - and she has also been a mentee previously.

Head of Segment Management, Corporate & Institutional Banking, XXX, has a lot of experience with being a mentor. He will share his expertise and his best tips & tricks.

Please note! The event will be in English and has a maximum capacity of 50 participants.



Practicalities

Here are some examples of considerations and factors to be aware of that have been identified in the project:

- Consider which topics are relevant for the students and at which time, e.g. relevant topics for students who have just started their study programme vs. students who will graduate within a few months. For instance “How to get a student job” is popular with new students, whereas our second year students will find “Company Day” more useful.
- If possible, make a long term activity plan for students to anticipate the events and plan ahead.
- Involve teaching staff in defining relevant topics and events. Teaching staff has valuable knowledge about the job profiles of the graduates and about the relevant job market. Make good use of their contacts – and if possible combine career events and teaching activities. See for instance “Company Visit from xxxx”.
- Set up registration for all events for the students to commit themselves to show up. At most events, you can expect that there will be a certain drop-out rate from among those who have registered.
- Make contingency plans to be prepared for any changes that may occur during the time period between deciding to hold an event and the event being held.
- To save resources, consider if events can be offered across degree programmes and perhaps even be offered jointly by several faculties. See for instance “Mentor Programme”.

PEOPLE INVOLVED

There may be only one or there may be several people involved in planning and holding an event. Some may work at the university, while others might be external. Here are some examples of people utilized in the project:

- Administrative organizer/coordinator
- Teaching staff
- Presenters: external consultants/ career counsellors/ company representatives/ entrepreneurs
- Alumni
- Current students
- Student assistants
- Catering
- Campus Services (for booking rooms and AV equipment)

Involving alumni and current students as presenters has proven particularly useful. The students can provide relevant, up-to-date information and at the same time serve as a role model. To some extent we have engaged external speakers to run the workshops. This will of course depend on in-house competences. In relation to the company visits, we have benefitted greatly from our collaboration with teaching staff and made good use of their contacts in industry.

EVENT MARKETING

There are different ways to market events aimed at students. Most important is that the target audience is identified before starting the marketing campaign.

The following are examples of marketing channels used in the project:

- Intranet/KUnet (as an event, as news and on web banners)
- Posts in relevant Facebook groups
- Posts in relevant LinkedIn groups
- Presentation/introduction to the event during Orientation Week
- Posters
- Website
- Flyers
- Study and career guidance counsellors

Overview of videos

All videos can be found at video.ku.dk

The Danish Working culture
UCPH alumni share their experiences

Searching for a job in Denmark
UCPH alumni share their experiences

Planning your career path
UCPH alumni share their experiences

Prepare for a career in Denmark while
studying at UCPH

My Danish career

My Danish career – Alex Berger

My Danish career – Amy Clotworthy

My Danish career – Andra Gravrilescu

My Danish career – Claire Joyce

My Danish career – Hongyi Ji

How to network with companies

How to contact a company

Use LinkedIn to find companies and expand
your network

Going to career fairs

Company visit

International Career Café - Networking

Describe your competencies

Align expectations of a project collaboration

How to get your first job

How to write a good job application

Perfecting your pitch

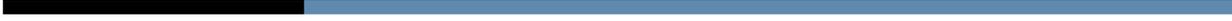
Hand-outs

Prepare for a career in Denmark

Writing a good job application



A good CV



A good job interview

Optimise your LinkedIn profile

Networking

Overview of on-going career related offers

INITIATIVES WITHIN THE UNIVERSITY OF COPENHAGEN

Registration Days at UCPH:

<http://expatviden.dk/da/De-gode-eksempler/Registration-days-KU.aspx>

The event is a collaboration between International Citizens Service (ICS) in Copenhagen, The State Administration and UCPH.

At this event, EU citizenship-students can get a registration certificate at the State Administration, and all students can get a CPR registration certificate at International Citizens Service no matter which municipality they live in. Furthermore the students can get help to deal with practical matters at the international coordinators from UCPH.

Contact: INT-admission@adm.ku.dk or Violete Janova, International Citizens Service (vij@okf.kk.dk)

UCPH Innovation HUB:

<http://ie.ku.dk/studerende/ucphinnovationhub/>

UCPH Innovation HUB works with innovation and entrepreneurship during the studies.

They organise workshops, events, meetings etc. for all students at UCPH in collaboration with innovation consultants at UCPH as well as a number of inspiring business collaboration partners. It is for all students at UCPH and the projects and ideas they work with - no matter which educational background. There are two HUB's: one at SCIENCE and one at SUND.

Introduction days at various faculties:

At all faculties there are introduction days in August/September for new international full-degree students. Part of these programmes are introductions on how to get a network in Denmark, how to get a job in Denmark and other subjects related to a career in Denmark with an international background.

Contact: The International Office at the faculties

INITIATIVES WITHIN THE UNIVERSITY OF COPENHAGEN

Workindenmark:

www.workindenmark.dk

Possible for international job seekers to get advice on job search by showing up at International House, or through telephone or e-mail. Check the webpage or contact Workindenmark to hear about job search courses as well as the possibility of having them come out and do presentations at university (for larger groups).

First job Copenhagen:

www.forstejob.dk

First job Copenhagen is a project run by Copenhagen Municipality. First job Copenhagen is for international talents with a valid residence permit. Participants need to be financially independent or supported financially by their spouse or family. First job Copenhagen is only for people living in Copenhagen municipality. The course is free of charge.

The purpose of the course is the retention of highly educated foreigners in Denmark, and ensuring that the strong resources on the Danish labour market are used. First job Copenhagen is a thorough introduction to the Danish labour market. Focus on skills and helping with job search, applications and CV.

Cph Volunteers:

www.cphvolunteers.dk

Cph Volunteers is the volunteer corps of Copenhagen and consists of about 1.800 people. They are committed to contributing to Copenhagen as an event city by supporting event organisers in the recruitment of volunteers. Cph Volunteers supports events where volunteers are an essential prerequisite for event's implementation. At the same time we take care of the volunteers and their terms.

Members are both national and international. Common to them all is that they have an interest in, and desire to be, volunteers. Cph Volunteers is anchored in The City of Copenhagen, Culture and Leisure administration, Service & Change.

Being a volunteer gives a beneficial network and something to put on the CV as well.

Expat in Denmark:

www.expandinmark.com

The purpose of Expat in Denmark is to contribute to making Denmark an attractive place to work and live in. Expat in Denmark is Denmark's official national network for foreign professionals. DI Global Talent, a part of the Confederation of Danish Industry, manages Expat in Denmark.

Copenhagen Career Program (Københavns Kommune, EU + Copenhagen Capacity):

<https://international.kk.dk/artikel/what-greater-copenhagen-career-program>

Greater Copenhagen Career Program is a 6 months' career program for international students combining job search seminars with a personal career mentor and

networking activities with Danish companies. From 2015 the program is offered in co-operation with Copenhagen Capacity and is partly funded by EU. This means that the program is eligible for students from all over the Greater Copenhagen area and the volume is increased to 160 students a year.

The purpose of the Program is to help students gain insight in the Danish labour market and to give them an understanding of how to use networking in their career strategy. During the program each participant will be matched with a professional personal mentor, who can provide information about job possibilities, (in)formal rules at the work place, job seeking strategies etc.

Karrierestedet (Københavns Kommune):

<https://international.kk.dk/artikel/what-karrierestedet-international-students>

If you are an international student you can get guidance at Karrierestedet, which is a part of the job centre.

Karrierestedet provides guidance and help on your future career and search for jobs. They are present at the Danish universities situated in Copenhagen providing individual guidance, counseling and online services.

The services Karrierestedet provides are:

- Translate your academic skills and qualifications for the labor market.
- Get started with your job search and make a plan to move forward.
- Get feedback on your cover letter, CV and linkedin profile.
- Use project/thesis as a stepping stone to get a job.

Copenhagen Host Program (Københavns Kommune):

<https://international.kk.dk/artikel/what-copenhagen-host-program>

Copenhagen Host Program matches newcomers with local volunteer hosts, either a career host or a cultural host.

Copenhagen Host Program offers newcomers two kinds of hosts:

- A Career Host who can introduce newcomers to the educational system or the job market in Denmark. Copenhagen Host Program matches newcomers and Career Hosts based on common professional background.
- A Culture Host will introduce newcomers to Copenhagen's cultural life and local community. Copenhagen Host Program matches newcomers and Culture Hosts based on common interests.

All newcomers who have been in Denmark for less than 3 years can join the program. You must also live in the City of Copenhagen.

The Copenhagen Host Program is free of cost for participants.

“

I took part in different career events organized by the faculty. They were great. Especially because it provided some insights and some new paths you wouldn't think about

Amy Clotworthy (alumni) US

International House Copenhagen:

<http://ihcph.kk.dk>

International House Copenhagen is a public-private partnership specialized in the reception and retention of international talent. The objective of the house is to provide international citizens with the best possible start to life in Copenhagen by giving them the comfort of a one-point entry.

Kvinfo Mentornetværk:

<http://kvinfo.org/mentor>

KVINFO's Mentor Network facilitates the connection between an immigrant and a person who is actively engaged in the Danish society and the labor market. KVINFO calls the two parties mentee and mentor and pairs them based on similarities in terms of education, professional experience or vocation. Mentoring is the strategy the mentor pair uses to try to overcome some of the barriers to access the job and the kind personal development the mentee wishes for hers/his life in Denmark.

To be mentee, you must:

- Have lived in Denmark for less than five years and have limited or non-work experience in your profession OR you are going through an education/ training
- Have the ability to communicate either in Danish or English
- Be within the 25-45 years old segment
- Be actively seeking work or education in Denmark

Youth Goodwill Ambassador Corps (Copenhagen Capacity):

<http://www.copcap.com/yga>

The Youth Goodwill Ambassador Programme helps international students gain insights into the Danish labour market and working culture and provides professional tools to land a full-time job in Denmark after graduating.

The application round is once a year – in the autumn.

Overview of articles and reports

A number of articles and reports deal with retention and career preparation for a job in Denmark.

For your inspiration we have compiled the below list.

- "Kvaliteten af ind- og udvandring af højt kvalificeret arbejdskraft i Danmark", DEA, 2017
<http://dea.nu/publikationer/kvaliteten-udvandring-hoejtkvalificeret-arbejdskraft-danmark>
- "Er højtuddannede indvandrere en god forretning for Danmark", DEA, 2016
<http://dea.nu/publikationer/hoejtuddannede-indvandrere-god-forretning-danmark>
- "Samfundsøkonomisk analyse af internationale studerende", DEA og Copenhagen Talent Bridge, 2015:
<http://dea.nu/publikationer/samfundsoekonomisk-analyse-internationale-studerende>
- "Internationale studerende i Danmark - hvad har betydning for om internationale studerende bliver i Danmark efter endt studie?", Udarbejdet af Uddannelses- og forskningsministeriet, Styrelsen for Videregående Uddannelser, Udlændinge-, Integrations- og Boligministeriet og Styrelsen for International Rekruttering og Integration, 2015:
<http://star.dk/da/Om-STAR/Publikationer/2015/11/Internationale%20studerende%20i%20Danmark.aspx>
- "Talent attraction strategy", Copenhagen Capacity, 2014:
<http://www.copcap.com/download>
- "Øget indsigt gennem globalt udsyn", Uddannelses- og Forskningsministeriet, 2013:
<http://ufm.dk/uddannelse-og-institutioner/internationalisering/regeringens-strategier-for-internationalisering/oget-indsigt-gennem-globalt-udsyn>
- "Karrierestarteren. Dimittender hurtigere i job", Udarbejdet af Syddansk Universitet, Aarhus Universitet og Aalborg Universitet:
https://www.google.dk/?gws_rd=ssl#
- "Internationale studerendes karriereplaner", Damvad, 2013:
<http://ufm.dk/publikationer/2013/internationale-studerendes-karriereplaner>
- "Talent – den globale forbindelse", Copenhagen Capacity Talentanalyse 2012:
http://www.copcap-aarsberetning.com/2011/admin/media/Talentanalyse_FINAL.pdf
- "Undersøgelse af private arbejdsgivers syn på færdiguddannedes kompetencer og studierelevante udlandsophold", Uddannelses- og Forskningsministeriet, 2012:
<http://ufm.dk/publikationer/2012/undersogelse-af-private-arbejdsgiveres-syn-pa-faerdiguddannedes-kompetencer-og-studierelevante-udlandsophold>
- "Between talent and migrant: International Students' Status Transition to Foreign Workers in Denmark", PhD thesis by Ana Mosneaga, 2012. Contact the author to get access to the publication.
- "Analyse af internationale studerendes beskæftigelsessituation efter endt uddannelse i Danmark", Forum for Business Education (FBE), 2009:
<http://dea.nu/sites/default/files/Analyse%20af%20internationale%20studerendes%20besk%C3%A6ftigelsessituation%20efter%20endt%20uddannelse%20i%20Danmark.pdf>

