

20 September 2022
MB

HANDBOOK – EXCHANGE AND INTERNSHIPS

ERASMUS and KUNO

Funen Art Academy is part of KUNO, a Nordic-Baltic network of art academies. The Academy is also part of the Erasmus+ Charter.

Students can obtain financial support from Erasmus or KUNO when undertaking an internship or exchange programme abroad. The Erasmus and KUNO mobility grant is a partial scholarship, covering only part of the living costs, but you are able to bring your SU when you study abroad as an intern and/or exchange student.

Erasmus support is dependent upon FAA and the chosen host institution having a mutual collaboration agreement for exchange activities. The exchange coordinator initiates the procedure by establishing an exchange agreement with the chosen host institution if such an agreement does not already exist. For internships, it is the student's responsibility to establish contact with the chosen internship host and ask for written confirmation of the internship offer.

Consult Marlene for an updated list of FAA's current partner academies.

No exchange agreement through ERASMUS and KUNO

Popular academies are obliged to restrict their collaboration lists due to limited space and growing numbers of incoming exchange students. If FAA does not succeed in establishing a partnership agreement with your chosen host institution, it is still possible to attend – however, be aware that if accepted, you will most likely be charged a tuition fee and no KUNO and Erasmus grants are available.

Please note that financial support through KUNO and Erasmus is not guaranteed – however, if you meet the deadlines, there is a good chance you will receive it. The exchange coordinator applies for Erasmus grants on behalf of the interns and exchange students. Students apply for funding through KUNO on their own.

When can exchange and internships take place?

Exchange and internships are possible the following semesters:

4th and 5th semester, Basic Module

1st and 2nd semester, Advanced Module

All outgoing exchanges and internships must be pre-approved by the Study Board prior to departure.

Nominations

You must be nominated by FAA to apply for exchange at one of our partner institutions. Maximum number of nominations per semester is three.

Send the list of schools you wish to be nominated for no later than March 15 (exchange fall semester) and October 15 (spring semester). Maximum number of nominations is three per semester. Provide detailed descriptions of where and why you want to go and important details such as host institution's website information and application deadline.

The application

Prepare your portfolio early. Host institutions may require a formal application, resume, CV, cover letter, one or two letters of recommendation, as well as a motivational statement. Not all schools have the same requirements. Several academies only accept portfolios in physical form, in which case a portfolio website is not sufficient.

Necessary documents

To receive your grant, you must agree to take a language test and submit all necessary paperwork to FAA's exchange coordinator during the course of your placement.

Below is a detailed overview of the paperwork requirements for the Erasmus and KUNO programmes:

a) Erasmus/KUNO Learning Agreement: Before departure, a Learning/Training Agreement must be filled out and signed by the student, FAA's exchange coordinator and the internship host or departmental professor/international coordinator responsible for the exchange. The purpose is to record the student's work assignments and workshop choices and have them approved and signed by all parties involved. The Learning Agreement is ultimately submitted to Marlene.

b) Declaration of Insurance Coverage: Erasmus requires that all interns and exchange students take out *full-time policies for accident insurance, public liability insurance and health insurance* when studying abroad. A Declaration of Insurance Coverage is forwarded to Marlene before the placement begins.

All interns and exchange students should obtain a European Health Insurance Card before departure – this entitles you to free or subsidised medical treatment in the countries of the European Economic Area. However, the EHIC is not a substitute for travel and health insurance, since it may not cover all health costs and never covers repatriation costs. Outgoing students are requested to obtain health and liability insurance on top of their EHIC. In some cases, interns and exchange students are covered by the host institution's insurance policies. Please consult the internship host or exchange coordinator at the host institution on this matter before departure.

c) Erasmus Grant Agreement: Under this agreement, students agree to carry out the Erasmus placement during the period set out in the agreement. The agreement also stipulates the amount of the grant. If you return early from your Erasmus placement, it is likely that you will have to repay either part or all of your Erasmus grant. In any case, it is crucial that you inform Marlene as soon as possible of any changes in your situation that may affect your eligibility to receive a grant.

d) Language test: The OLS language assessment is mandatory for all Erasmus exchange/internship students (with the exception of native speakers). Students must take the assessment twice — before and at the end of their exchange/internship period, in order to monitor their progress.

An online language course will be offered to those with a “low” score. Please note that the language test is mandatory for all. The language course is not mandatory.

e) A transcript of records (ToR) KUNO and ERASMUS: ToR consists of a list of course units taken, exams passed and credits gained, which should add up to 30 ECTS per semester. The exact dates for the exchange period should also be indicated in the ToR. The transcript is forwarded to Marlene.

f) Erasmus Evaluation Questionnaire: After completing the internship and/or exchange, you must fill in a feedback form. The questionnaire is sent to you by e-mail at the end of your stay.

KUNO: No contracts are required except for the Learning/Training Agreement, ToR and the final evaluation questionnaire. Students apply for their own funding through KUNO. There are no deadlines. Please be aware that KUNO grants are substantially lower than Erasmus grants. Completing the Erasmus paperwork is much more time-consuming but worth the while.

NB: Upon completion of traineeships outside KUNO and Erasmus, an evaluation form signed by the internship host is forwarded to Marlene.

WEBSITE INFORMATION

KUNO kunonetwork.org / Erasmus www.ufm.dk

IMPORTANT CONTACT INFORMATION

For practical matters, contact the exchange coordinator:
Marlene Bregndahl, mb@detfynskekunstakademi.dk
Please schedule a meeting in advance.

To discuss the content of the internship and/or exchange stay, we ask you to sign up for a studio visit with an associate professor at FAA or consult your study group professor.