

# CBS



# COPENHAGEN BUSINESS SCHOOL

HANDELSHØJSKOLEN



## Exchange Fact Sheet 2014 – 2015

Copenhagen Business School  
International Office  
Dalgas Have 15, 2<sup>nd</sup> floor  
DK-2000 Frederiksberg  
Denmark  
Phone: +45 3815 3006 (Reception)  
E-mail: [rec.intoff@cbs.dk](mailto:rec.intoff@cbs.dk)

## Web addresses

Copenhagen Business School - <http://www.cbs.dk/en>  
CBS International Outreach - <http://www.cbs.dk/intl>  
Information for exchange students - <http://www.cbs.dk/exchange>  
International Summer University Program (ISUP) - <http://www.cbs.dk/summer>

## Short facts

Copenhagen Business School (CBS) is a large business university with 20,000 full- and part time students. CBS teaches the traditional courses in Economics, Management and Business Administration but is also well known for the cross-disciplinary research and teaching, and students can combine business with for example philosophy, political science, psychology, or communication.

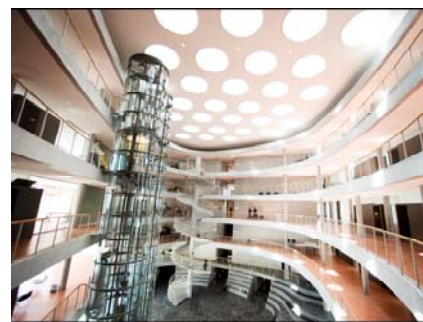
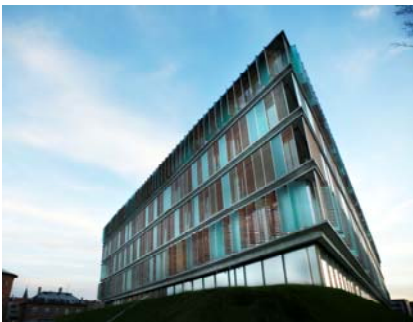
CBS is internationally accredited by AACSB, EQUIS and AMBA. The “triple-crown” accreditation.

The CBS campus is an urban campus located in Frederiksberg, an integrated part of Copenhagen. Our buildings are modern and we have state-of-the-art facilities. Our campus is connected to the airport and downtown Copenhagen with three on-campus Metro stops.



Management Team		
Dr. Tom Dahl-Østergaard Director of International Programs <a href="mailto:tda.intoff@cbs.dk">tda.intoff@cbs.dk</a> Cell: +45 4185 2014	Mr. Niels Henrik Larsen Deputy Director <a href="mailto:nhl.intoff@cbs.dk">nhl.intoff@cbs.dk</a> Cell: +45 2174 6905	
CEMS & Double Degree students		Housing
Ms. Rene Barseghian Program Manager for: CEMS & Double Degree <a href="mailto:cems@cbs.dk">cems@cbs.dk</a> or <a href="mailto:doubledegree@cbs.dk">doubledegree@cbs.dk</a>	Ms. Wafa El Nielsen Coordinator <a href="mailto:cems@cbs.dk">cems@cbs.dk</a> or <a href="mailto:doubledegree@cbs.dk">doubledegree@cbs.dk</a>	Ms. Jess Grell Malten Housing Coordinator <a href="mailto:housing.intoff@cbs.dk">housing.intoff@cbs.dk</a>
Inbound exchange students		
Ms. Anette Hove Cox Team Leader <a href="mailto:ahc.intoff@cbs.dk">ahc.intoff@cbs.dk</a>  Academic Advisor for Bachelor students	Ms. Lotte Vesterlund Hansen International Programs Manager <a href="mailto:lvf.intoff@cbs.dk">lvf.intoff@cbs.dk</a>  Academic Advisor for Bachelor students	Ms. Stephanie Hadler Special Consultant <a href="mailto:sh.intoff@cbs.dk">sh.intoff@cbs.dk</a>  Academic Advisor for Master students
Outbound exchange students & Contract Management		
Ms. Mette Kloch Team Leader <a href="mailto:mk.intoff@cbs.dk">mk.intoff@cbs.dk</a>  Responsible for: Austria, Canada, Czech Rep., Estonia, Finland, Germany, Hungary, Iceland, Latvia, Lithuania, Netherlands, Norway, Poland, Russia, Sweden, Switzerland	Ms. Louise Hoff-Clausen International Programs Manager <a href="mailto:lhc.intoff@cbs.dk">lhc.intoff@cbs.dk</a>  Responsible for: Australia, India, Japan, Malaysia, New Zealand, Pakistan, the Philippines, Singapore, South Korea and Thailand	Ms. Laila Benjnouh International Programs Manager Erasmus Coordinator <a href="mailto:lb.intoff@cbs.dk">lb.intoff@cbs.dk</a>  Responsible for: Belgium, France, Greece, Ireland, Israel, Italy, Morocco, Portugal, South Africa, Turkey and United Kingdom
Mr. Scott Lewis International Programs Manager <a href="mailto:sl.intoff@cbs.dk">sl.intoff@cbs.dk</a>  Responsible for: USA	Ms. Mai Engholm Pedersen International Programs Manager <a href="mailto:mep.intoff@cbs.dk">mep.intoff@cbs.dk</a>  Responsible for: China, Hong Kong, Taiwan, Latin America, and Spain	
International Summer University Program (ISUP)		
Mr. Kasper Dam Schultz Team Leader <a href="mailto:summer@cbs.dk">summer@cbs.dk</a>	Ms. Edita Arlauskaitė Deputy Program Manager <a href="mailto:summer@cbs.dk">summer@cbs.dk</a>	Ms. Gitte Fiskers Program Administrator <a href="mailto:summer@cbs.dk">summer@cbs.dk</a>
Ms. Maria Broe Nyberg Pedersen Program Secretary <a href="mailto:summer@cbs.dk">summer@cbs.dk</a>		

Deadlines	
Nomination deadlines:	Semester exchange: 1 May 2014 (fall/full year) 15 October 2014 (spring)  Summer University: 11 February 2014
Application deadlines & Course selection:	Semester exchange: Mid-May 2014 (fall/full year) – 14 May 2014 Mid-November 2014 (spring) – <i>check website for details</i>  Summer University: First application round: 11 February (noon) – 25 February (noon) 2014 Second application round: 18 March (noon) – 25 March (noon) 2014
Accommodation:	On-line application. Deadlines are approx. 1 June and 1 November (full semester exchange) and 15 April (Summer University/ISUP), but it will be specified online at: <a href="http://www.cbs.dk/housing">www.cbs.dk/housing</a>



Course information	
<p>CBS offers a very large selection of courses taught in English. All courses are regular courses for CBS students. For more information about the courses offered, please see links below. The Fall semester courses are uploaded in late April and the Spring semester courses are uploaded in late October.</p>	
Language of instruction:	Danish and English Please note: the online catalogue with courses taught in English only reflect a small portion of the teaching at CBS.
Undergraduate courses: (Bachelor level)	<a href="http://www.cbs.dk/undergrad">http://www.cbs.dk/undergrad</a>
Graduate courses: (Master level)	<a href="http://www.cbs.dk/grad">http://www.cbs.dk/grad</a>
Danish language courses:	A Danish Crash Course is offered the week prior to the Introduction week. The Crash Course is a 20 hours intensive Danish language class. There is a reduced fee of approx. DKK 1300 for the Danish Crash Course for

	students from partner universities (price in 2013). During the semester, a Danish language course is offered (for credit).
Summer University courses:	<a href="http://www.cbs.dk/uddannelser/summer-university-programme/academic-information">http://www.cbs.dk/uddannelser/summer-university-programme/academic-information</a>
Credits & Workload	
Credit system:	ECTS (European Credit Transfer System)
Academic structure:	Bachelor Degree: 3 years of study (6 semesters) with the total of 180 ECTS credits. Specialized with 3 years of business studies.  Master Degree: 2 years of study (4 semesters) with the total of 120 ECTS credits.
Full time workload pr. semester:	30 ECTS credits.  Please note: 30 ECTS credits are based on 825 Student Work Hours (SWH), which are not only the hours of work in class but also an extensive amount of work outside the classroom.
Course load:	Most courses are 7.5 ECTS so 4 courses are a full-time work load
Summer University course load:	15 ECTS (2 courses)



Academic calendar	
<b>Fall semester 2014 (August – December):</b>	
Danish Crash Course: Arrival date: Introduction program (mandatory): Fall semester starts: Fall break for most courses: Exams: Semester ends:	18 - 22 August 2014 25 August 2014 at the latest 25 - 29 August 2014  1 September 2014 13 - 17 October 2014 December/January (usually exams before Christmas for courses taught in English, but a few are held in January) December/January

<b>Spring semester 2015 (January – June)</b>	
Danish Crash Course: Arrival date: Introduction program (mandatory): Spring semester starts:  Holidays: - Easter vacation - Public holiday - Ascension Day - Whitsun holiday  Exams: Semester ends:	19 - 23 January 2015 26 January 2015 at the latest 26 – 30 January 2015  2 February 2015  2 April - 6 April 2015 1 May 2015 14 May 2015 25 May 2015  May/June End June NB: Exam dates vary so please do not book your return flight until you know your exact exam dates
<b>International Summer University Program 2014 (6 weeks, June – August)</b>	
Arrival date: Program start /Welcome day: Classes start: Exams: Departure:	20 June 2014 21 June 2014 23 June 2014 28 July – 1 August 2014 2 August 2014



<b>Requirements</b>	
For non-native English speakers:	TOEFL iBT score of 91 or TOEFL PBT score of 577. We do <b>not</b> accept TOEFL iTP.
For other accepted language tests and exemptions, see:	<a href="http://www.cbs.dk/en/study/bachelor/undergraduate-admission-step-1">http://www.cbs.dk/en/study/bachelor/undergraduate-admission-step-1</a> (select "English Level A" to see other accepted tests/exams)
Proof of English proficiency:	Please note: Language proficiency must be documented and submitted with the application to CBS.
<b>Nomination &amp; Application</b>	
Nomination procedure:	All exchange students must be formally nominated by their home university. The home coordinator must fill out a CBS nomination form for each student and e-mail them CBS inbound coordinators

	<p>(<a href="mailto:receipt.intoff@cbs.dk">receipt.intoff@cbs.dk</a>) or ISUP coordinators (<a href="mailto:summer@cbs.dk">summer@cbs.dk</a>).</p> <p>The nomination form is available by contacting the above e-mail addresses.</p>
Application procedure:	<p>Nominated exchange students will receive an e-mail from CBS with further instructions on how to apply.</p> <p>The following documents must be submitted electronically to the CBS Inbound Coordinators:</p> <ul style="list-style-type: none"> <li>- Transcript (preferably in English)</li> <li>- Proof of English proficiency (unless exempted)</li> <li>- Resume/CV</li> <li>- Copy of passport (photo page only)</li> </ul> <p>Students do not have to submit Resume/CV in their application for the Summer University. Other documents are the same as for full semester students.</p>
<b>Housing</b>	
<p>As a result of changes in the Danish Campus Law, CBS (as of 1 January 2012) is no longer allowed to rent rooms to students. Therefore, the entire organization of housing for exchange students at CBS has been revised.</p> <p>Fortunately, CBS has been able to enter long-term <i>reservation agreements</i> with most of the privately owned dormitories that have been available in the past. This means that CBS will <i>facilitate</i> room renting for the exchange students.</p> <p>Students will not sign a contract with the CBS Housing Department but will have a contract with a private landlord instead. The CBS Housing Department will continue to manage the application and placement process in its role as facilitator.</p> <p>In short, as from 2012 CBS will no longer have owners' rights to a number of the rooms that have been at our disposal in the past. However, CBS has made the necessary provisions to ensure that adequate housing will continue to be available in the future.</p> <p>CBS is cooperating with HousingAnywhere.com which is a student-to-student housing platform. Some of the CBS students going on exchange will be subletting their own housing while they are on exchange, using HousingAnywhere.com (mainly fall semester). Incoming exchange students are encouraged to look for alternative housing at <a href="http://www.housinganywhere.com">http://www.housinganywhere.com</a>.</p>	
Application for housing	<p>Online application which opens a few months before semester start. Nominated students will be e-mailed directly on their CBS e-mail account (full semester). ISUP (Summer University) students will apply in mid-April.</p>
More information	<p><a href="http://www.cbs.dk/housing">http://www.cbs.dk/housing</a></p>



Living expenses	
Living expenses:	Approx. DKK 5,000 - 6,000 per month
Books/Supplies:	Approx. DKK 1,500 – 3,000 per semester
Transportation (bus, train, metro):	Approx. DKK 1,300 per semester
Social Programme - Main Package (Optional):	Approx. 500 DKK
Weekend trips:	1,500 DKK per trip
Visa requirements	
From the Nordic countries:	No residence permit is required
From EU and EEA countries:	Must have a residence permit to stay in Denmark for more than three months. This is applied for in Denmark upon arrival.
Other nationalities:	MUST have their visa or residence permit in order before leaving their home country. Please note that the "Application for a residence and work permit for students" form must be filled in by CBS first and later by the student who then submit it to the nearest Danish consulate. The form will be sent to each student with the acceptance letter/ information package. You will be required to submit documentation for having a minimum amount of DKK 4200 per month in the form of a bank statement and/or confirmation of a grant or scholarship.
Students attending the Summer University, ISUP:	May need to apply for a short term tourist visa depending on their nationality. Please visit the website of your local Danish consulate to see if this applies to you.
Student Services & Facilities	
Buddy programme:	Exchange students will be assigned a "buddy" to help them get through the first few weeks. "Buddies" are CBS students who have volunteered to help one or more of our exchange students.  <ul style="list-style-type: none"> <li>- Airport pick up.</li> <li>- Key to room + welcome package</li> <li>- Help with registration at the National Registry.</li> <li>- Other practical matters, such as post offices, getting a bike, etc.</li> </ul> <p>Throughout the semester various activities are planned for the exchange students and their CBS buddies.</p>
Introduction week:	A mandatory Introduction Week prior to semester start: <ul style="list-style-type: none"> <li>- Courses and exams</li> <li>- Danish culture</li> <li>- IT and library</li> <li>- Campus tour</li> </ul>

	<ul style="list-style-type: none"> <li>- Danish culture</li> <li>- Optional social program with evening activities</li> </ul>
Exchange students have access to::	<ul style="list-style-type: none"> <li>- State of the art library services</li> <li>- Campus-wide Wi-Fi</li> <li>- Computer &amp; printing facilities</li> <li>- Cafés &amp; canteens</li> <li>- Student organisations</li> <li>- Bookstores</li> <li>- 3 Metro stops on campus links CBS to downtown and the airport</li> </ul>



Resources on Denmark and Copenhagen	
Tourist information Copenhagen	<a href="http://visitcopenhagen.com/">http://visitcopenhagen.com/</a>
Tourist information Denmark	<a href="http://www.visitdenmark.com/siteforside.htm">http://www.visitdenmark.com/siteforside.htm</a>
Danish news in English	<a href="http://www.cphpost.dk/">http://www.cphpost.dk/</a>
City Guide – Best of Copenhagen	<a href="http://www.aok.dk/english">http://www.aok.dk/english</a>
Public transportation	<a href="http://www.rejseplanen.dk/">http://www.rejseplanen.dk/</a> (select “English” in top menu)