



Copenhagen Business School (CBS)

Academic year 2008/2009

School address: **Copenhagen Business School
International Office
Porcelaenshaven 26
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Denmark**

Web address: Copenhagen Business School: <http://uk.cbs.dk>
CBS International Office: <http://uk.cbs.dk/intl>
Information for exchange students: <http://uk.cbs.dk/exchange>

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Ms. Eva Thomsen, Assistant to the incoming group, TimeOut editor and updating of the Copenhagen Survival Guide and the Copenhagen Arrival Guide.

Ms. Marianne Bach, Housing Coordinator
Ms Jess Grell Malten, Housing Assistant

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Study programs: Business Administration, Business Law, Corporate Environmental Governance, Corporate Social Responsibility, Economics, Finance, Innovation, Knowledge Management, Management, Logistics, Marketing, Management of Technology, Strategy, Intercultural Communication and Management, International Business, Organization, Human Resource Management, Computer Science, Philosophy/Ethics, Service Management, Strategy, Asian Studies, Psychology, Political science and Danish Language courses.

Courses: The courses are available on the web as follows:

Undergraduate courses:

<http://uk.cbs.dk/undergrad>

Graduate courses:

<http://uk.cbs.dk/grad>

Many of the Spring courses are announced during the Fall semester so courses will be added continuously.

Language of Instruction: Danish and English. Please note that the English course offerings posted online only reflects a small portion of the teaching at CBS.

Language requirement: Students who are not native speakers of English must have English language proficiency equivalent to **570/230 TOEFL score**.

NOTE - Language proficiency must be documented and submitted with the application to CBS!

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 small fee of DKK 975 for the Danish Crash Course for students from partner universities (other students pay DKK 1,800).

During the semester, Danish language courses are offered (for credit) Courses such as "English for Business Students", "Effective writing in English", "Oral Communication in English" are also offered for credit.

Full-time Workload: The Copenhagen Business School uses ECTS credits (European Credit Transfer System). A full time student takes 30 ECTS credits per semester or 60 ECTS credits per academic year. 30 ECTS credits are based on 900 Student Work Hours (SWH), which are not only the hours of work in class but also an extensive amount of work outside the classroom.

At CBS each course is normally 7.5 ECTS credits so four courses are needed in order to be a full time student. Note that a few courses can be found with a different number of credits.

Grading: The grading system in Denmark is described on:

<http://uk.cbs.dk/intl>

Go International Students → The CBS Academic Experience → The new Danish 7-Point-scale and the Danish 13-Point Grading Scale used until 1 September 2007 (last link is at the bottom of the page)

Exams: Exams are normally held in December (although a few in January) or May/June. See exam dates listed in the course catalogue. If you are only staying for one semester and want to take a course, which has an exam in January, contact the teacher immediately at the beginning of the semester and see if an alternative exam can be arranged.

Deadlines:
June 1: Application deadline for Fall semester (August-December)
November 1: Application deadline for Spring semester (January-June)
March 1: Application deadline for International Summer Program (ISUP)

Required Documents: Registration form, transcript, resume (C.V.), copy of passport, two passport-sized photos, Choice of Courses form, and Accommodation form (and if applicable: Danish Crash course form).

Term dates for the academic year 2008/2009:

Calendar Semester system

Fall 2008: August 18-22: Danish Crash Course
Arrival date: August 24 at latest
August 25-29: Introduction program (mandatory):
September 1: Fall semester starts, however some courses may start during the Introduction week.
Exams: December/January -usually before Christmas for courses in English.
Semester ends: December/January.

Spring 2009: January 19-23: Danish Crash Course
Arrival date: January 25 at latest
January 26-30: Introduction program (mandatory)
February 2: Spring semester starts, however some courses may start during the Introduction week.
April 9-13 Easter vacation
May 8: Public holiday
May 21: Ascension Day
June 1: Whitsun holiday
Exams: May/June. Exam dates vary so please do not book your return flight until you know your exact exam dates.
Semester ends: June 19.

Summer programs or short-term programs: International Summer University Program (ISUP) from June 27 to August 8, 2008. This 6 -week summer program will offer students the option of completing the equivalent of a half semester (15 ECTS credits) in a multicultural environment. A full load will consist of two of the courses taught by outstanding academics. Active involvement of international senior executives from Danish and multinational companies will be an integral part of many of the courses. Students from partner universities can participate on an exchange basis. Please see more: <http://www.cbs.dk/summer>
Application Deadlines:
National and International Students - 15 March 2008

Accommodation: CBS arranges accommodation either in a room with a private landlord, in a house/flat, in a residence hall or in a shared flat for all students who apply before our application deadline (1 June for Autumn Semester and 1 November 2007 for Spring 2008 semester). Please note that because of acute lack of sufficient student housing in Copenhagen we cannot guarantee a particular type of housing. Applications received after the deadline will be processed but we cannot guarantee that housing will be found.
For more information, please visit our website: <http://uk.cbs.dk/housing> on
Accommodation price range: Fall semester: DKK 10,140 - 27,500 for the whole semester, Spring semester: DKK 12,170 - 33.000 for the whole semester (housing rates have risen drastically and relatively few places are available at the cheaper end of the scale). Some double rooms available at lower rates.

Other Living Expenses: Naturally your expenses while in Denmark will depend on your living situation and your own spending habits.
Living expenses: approx. DKK 12,000 – 15,000 per semester
Books/Supplies: approx. DKK 2,000-3,000 per semester
Transportation (bus, train, metro): approx. DKK 2,500 / semester

Fees **Danish Crash course** (optional) DKK 975 for exchange students from partner

universities (DKK 1,800 for international students who do not come from partner schools).

Activities fees/Danish Crash Course Week/activities optional: DKK 350

Activities fees/Introduction week/evening activities optional: DKK: 400

Health insurance:

All exchange students are required to have a health insurance from their home country, which covers medical repatriation for the full semester. After 6 weeks in Denmark, students are covered by the Danish National Health Insurance, which includes visits to a physician, acute hospitalisation and operations. Pre-existing conditions are not covered. Students should have sufficient health insurance coverage for the first six weeks.

We strongly recommend that students **also have liability insurance** as well as personal insurance covering theft etc.

Visa:

Students from the Nordic countries need no residence permit

European students from EC and EEA countries must have a residence permit to stay in Denmark for more than 3 months. This is applied for in Denmark after arrival.

European students from outside the Nordic countries and EC/EEA and non-Europeans **MUST** have their visa or residence permit in order before leaving their home country. Please note that the **purple coloured application form**, filled out on the one side by the CBS and the other by the student must be submitted along with the student's application for residence permit to the nearest Danish consulate. The form will be sent to each student in the registration package.

Facilities:

State of the art library services, computer facilities (incl. e-mail connections for all exchange students), cafés, restaurant, student organisations, bookstores, health club on campus at low cost. The Metro train links most CBS buildings with three stops on campus.

Student Services:

At the Copenhagen Business School we have a "Buddy system" arrangement where each exchange/guest student will be assigned a Danish "buddy" to help in getting through the first few weeks in the new surroundings. This means being picked up in the airport, help with registration at the National Registry, advice on shopping, post offices and other practical matters. "Buddies" are CBS students who have volunteered to help one or more of our international students.

Throughout the semester various activities are planned for the international students and their buddies.

Orientation

CBS has an Introduction Week before the semester starts which is **mandatory for exchange students**. Dates are listed above in the academic calendar.

Internships:

CBS offers an internship course (internship with integrated academic project work): CMI-IIE: "Internship in International Entrepreneurship". The course is worth 22.5 ECTS credits, which allows students to take one additional 7.5 ECTS course to complete a full-time workload of 30 ECTS credits for the semester. The program is only open for graduate level CBS students and exchange students from CBS partner universities (Guest students are not eligible.) Selection is very competitive and made on stringent requirements, including a minimum of two years of work experience and a TOEFL score of 600. Applicants must submit application, transcripts, CV and recommendations, and a personal letter of motivation to Stephanie Hadler, sh.io@cbs.dk. Application deadline is 15 May every year. Students who are accepted in this program may apply for a scholarship which is available for those proving financial need. Granted scholarships were on average 15,000 DKK in 2007. For more information, you will find the course listed with all other graduate courses at <http://www.cbs.dk/grad>.