



Copenhagen Business School (CBS)

Academic year 2009/2010

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Denmark

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

Contacts:

Management

Ms. Robin Jensen, Director of International Programs, PIM Program, rj.io@cbs.dk

Mr. Niels-Henrik Larsen, Deputy Director of International Programs, nhl.io@cbs.dk

Incoming exchange students

Ms. Lotte Vesterlund Frandsen, International Programs Coordinator and Academic Advisor (undergraduate students), lvf.io@cbs.dk

Ms. Annette Hove Cox, International Programs Coordinator and Academic Advisor (undergraduate students), ahc.io@cbs.dk

Ms. Stephanie Hadler, Special Consultant and Academic Advisor (graduate students), Case competition Coach, sh.io@cbs.dk

Ms. Eva Thomsen, Senior Assistant, et.intoff@cbs.dk

Mr. Arnold Berg, Receptionist, rec.io@cbs.dk

Housing

Ms. Marianne Bach, Housing Coordinator, housing@cbs.dk

Ms Jess Grell Malten, Housing Assistant, housing@cbs.dk

Outbound exchange students

Ms. Mette Kloch, Outbound Team Manager, Coordinator for: *Austria, Canada, Czech Republic, Estonia, Finland, Germany, Hungary, Iceland, Latvia, Liechtenstein, Lithuania, the Netherlands, Norway, Poland, Russia, Sweden, Switzerland*, mk.io@cbs.dk

Ms. Laila Benjnouh, Erasmus and International Programs Coordinator: *Belgium, France, Greece, Ireland, Israel, Italy, Morocco, Portugal, South Africa, Turkey, UK*, lb.io@cbs.dk

Ms. Louise Hoff-Clausen, International Programs Coordinator: *Australia, India, Japan, Malaysia, New Zealand, Pakistan, the Philippines, Singapore, South Korea, Thailand*, lhc.intoff@cbs.dk

Mr. Kasper Dam Schultz, International Programs Coordinator: *China, Latin America, Taiwan, Spain, USAC*, kds.intoff@cbs.dk

Mr. Scott Lewis, International Programs Coordinator: *USA*, sl.intoff@cbs.dk

Ms. Rene Barseghian, CEMS & Double Degree Coordinator, cems@cbs.dk

Ms. Anne Wright, Senior Assistant, aw.intoff@cbs.dk

Ms. Lisbeth Heckmann Andreasen, Receptionist, outbound.io@cbs.dk

International Summer University Program (ISUP)

Ms. Candice Louise Progler, ISUP Coordinator, summer@cbs.dk

Mr. Anders Hiort Hansen, ISUP Assistant Coordinator, summer@cbs.dk

Ms. Christine Albrecht, ISUP Assistant, summer@cbs.dk

(Maternity Leave Replacement for Louise Nøhr Hansen)

Language Center (Danish Crash Course)

Ms. Janne Lerbech, Senior Assistant, jsl.lc@cbs.dk

Ms. Wafa El Nielsen, Senior Assistant, wn.lc@cbs.dk

Degree 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 reflect 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 **575/230/90 TOEFL score**.

NOTE - Language proficiency must be documented and submitted with the application to CBS! For other accepted language tests, please go to: <http://www.cbs.dk/app>.

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 a student is only staying for one semester and want to take a course, which has an exam in January, he/she should 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 University Program (ISUP)
Required Documents:	Registration form, transcript, resume (C.V.), copy of passport, one passport-sized photos, Choice of Courses form, and Accommodation form.

Term dates for the academic year 2009/2010:

Calendar Semester system.

Fall 2009: August 17-21: Danish Crash Course.
Arrival date: August 24 at the latest.
August 24-28: Introduction program (mandatory)
August 31: Fall semester starts, however some courses may start during the Introduction week and Crash Course week.
Fall break for most courses: October 12-16.
Exams: December/January -usually before Christmas for courses in English.
Semester ends: December/January.

Spring 2010: January 18-22: Danish Crash Course.
Arrival date: January 25 at the latest.
January 25-29: Introduction program (mandatory)
February 2: Spring semester starts, however some courses may start during the Introduction week.
April 1-5: Easter vacation
April 30: Public holiday
May 13: Ascension Day
May 24 : 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 18.

Summer University: International Summer University Program (ISUP) from June 27 to August 7, 2009. 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://uk.cbs.dk/summer>
Application Deadline: March 1, 2009 for all students.
Arrival date: June 26.
Program start: June 27.
Exam week: August 3-7.
Departure: August 8 at the latest.

Accommodation: CBS arranges accommodation either in a residence hall, a shared flat or in a house/flat for all students who apply before our application deadline (March 1, 2009). 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

	<p>housing will be found. For more information, please visit our website: http://uk.cbs.dk/housing</p> <p>Accommodation price range: Summer semester: DKK 7,000 – 14,000 (housing rates have risen drastically and relatively few places are available at the cheaper end of the scale). Some shared rooms are available at lower rates.</p>
Other Living Expenses:	<p>Naturally, expenses while in Denmark will depend on each student's living situation and spending habits. Living expenses: approx. DKK 4,000 – 10,000 Books/Supplies: approx. DKK 1,000-1,500 Transportation (bus, train, metro): approx. DKK 1,000 / semester</p>
Fees	<p>Social Program Main Package approx. 500 DKK Weekend trips approx. 1,000 DKK each</p>

Health insurance:	<p>All students are required to have a health insurance from their home country covering medical repatriation for the full semester.</p> <p>We strongly recommend that students also have liability insurance as well as personal insurance covering theft etc.</p>
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Visa:	<p>Students from the <u>Nordic countries</u> need no residence permit</p> <p>European students from <u>EC and EEA countries</u> must have a residence permit to stay in Denmark for more than three months. This is applied for in Denmark upon arrival.</p> <p>European students <u>from outside the Nordic countries and EC/EEA</u> and non-Europeans 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.</p> <p>Summer University participants 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.</p>
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Facilities:	<p>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.</p>
Student Services:	<p>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.</p> <p>Throughout the semester various activities are planned for the international students and their buddies.</p>
Orientation	<p>CBS has an Introduction Week before the semester starts which is mandatory for exchange students. Dates are listed above in the academic calendar.</p>

Internships:	<p>CBS offers an internship course (internship with integrated academic project work): CBL-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</p>
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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 May 15 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 2008. For more information, you will find the course listed with all other graduate courses at <http://www.cbs.dk/grad>.
