



**Copenhagen  
Business School**  
HANDELSHØJSKOLEN

### Factsheet 2011/12



### General Information:

<b>Address:</b>	Copenhagen Business School International Office Dalgas Have 15, 2 <sup>nd</sup> floor, West Wing DK-2000 Frederiksberg Denmark
<b>Telephone:</b> <b>Fax:</b>	+45 3815 3006 (Reception) +45 3815 3825

### Web addresses:

<b>Copenhagen Business School</b>	<a href="http://uk.cbs.dk/">http://uk.cbs.dk/</a>
<b>CBS International Office</b>	<a href="http://uk.cbs.dk/intl">http://uk.cbs.dk/intl</a>
<b>Information for exchange students</b>	<a href="http://uk.cbs.dk/exchange">http://uk.cbs.dk/exchange</a>



**Management Team:**

<b>Director of International Office</b>	Mr. Tom Dahl-Østergaard	
<b>Deputy Director of International Programs</b>	Mr. Niels Henrik Larsen	<a href="mailto:nhl.io@cbs.dk">nhl.io@cbs.dk</a>
<b>Special Advisor on International Relations</b>	Ms. Robin Jensen	<a href="mailto:rj.io@cbs.dk">rj.io@cbs.dk</a>

**Inbound exchange students:**

<b>Coordinator &amp; Academic Advisor for Undergraduate students</b>	Ms. Anette Hove Cox	<a href="mailto:ahc.io@cbs.dk">ahc.io@cbs.dk</a>
<b>Coordinator &amp; Academic Advisor for undergraduate students</b>	Ms. Lotte Vesterlund Hansen	<a href="mailto:lvf.io@cbs.dk">lvf.io@cbs.dk</a>
<b>Special Consultant &amp; Academic Advisor for graduate students + Case Competition</b>	Ms. Stephanie Hadler	<a href="mailto:sh.io@cbs.dk">sh.io@cbs.dk</a>
<b>Coordinator CEMS &amp; Double Degree</b>	Ms. Rene Barseghian	<a href="mailto:cems@cbs.dk">cems@cbs.dk</a> <a href="mailto:doubledegree@cbs.dk">doubledegree@cbs.dk</a>

**Housing Department:**

<b>Housing Coordinator</b>	Ms. Marianne Bach	<a href="mailto:housing@cbs.dk">housing@cbs.dk</a>
<b>Housing Assistant</b>	Ms. Jess Grell Malten	<a href="mailto:housing@cbs.dk">housing@cbs.dk</a>

**International Summer University Program (ISUP):**

<b>Coordinator</b>	Mr. Anders Hiort Hansen	<a href="mailto:summer@cbs.dk">summer@cbs.dk</a>
<b>Assistant Coordinator</b>	Ms. Maiyanne Sølvi Nielsen	<a href="mailto:summer@cbs.dk">summer@cbs.dk</a>
<b>Assistant Coordinator</b>	Ms. Edita Arlauskaitė	<a href="mailto:summer@cbs.dk">summer@cbs.dk</a>

**Language Center (Danish Crash Course):**

<b>Senior Assistant</b>	Ms. Janne Lerbech	<a href="mailto:jsl.lc@cbs.dk">jsl.lc@cbs.dk</a>
<b>Senior Assistant</b>	Ms. Wafa El Nielsen	<a href="mailto:wn.lc@cbs.dk">wn.lc@cbs.dk</a>



**Outbound exchange students:**

<b>Coordinator for:</b> Austria, Canada, Czech Republic, Estonia, Finland, Germany, Hungary, Iceland, Latvia, Lithuania, Netherlands, Norway, Poland, Russia, Sweden, Switzerland	Ms. Mette Kloch	<a href="mailto:mk.io@cbs.dk">mk.io@cbs.dk</a>
<b>ERASMUS Coordinator for:</b> Belgium, France, Greece, Ireland, Israel, Italy, Morocco, Portugal, South Africa, Turkey and UK	Ms. Laila Benjnouh	<a href="mailto:lb.io@cbs.dk">lb.io@cbs.dk</a>
<b>Coordinator for:</b> Australia, India, Japan, Malaysia, New Zealand, Pakistan, the Philippines, Singapore, South Korea and Thailand	Ms. Louise Hoff-Clausen	<a href="mailto:lhc.intoff@cbs.dk">lhc.intoff@cbs.dk</a>
<b>Coordinator for:</b> China, Hong Kong, Taiwan, Spain, Latin America and USAC	Mr. Kasper Dam Schultz	<a href="mailto:kds.intoff@cbs.dk">kds.intoff@cbs.dk</a>
<b>Coordinator for:</b> USA	Mr. Scott Lewis	<a href="mailto:sl.intoff@cbs.dk">sl.intoff@cbs.dk</a>
<b>Coordinator:</b> CEMS & Double Degree	Ms. Rene Barseghian	<a href="mailto:cems@cbs.dk">cems@cbs.dk</a> <a href="mailto:doubledegree@cbs.dk">doubledegree@cbs.dk</a>
<b>Receptionist:</b> General Inquiries	Ms. Lisbeth Andreasen	<a href="mailto:outbound.io@cbs.dk">outbound.io@cbs.dk</a>

**Deadlines:**

<b>Nomination deadlines:</b>	May 1, 2011 (fall/full year) Oct. 15, 2011 (spring)
<b>Application deadlines:</b>	May 17, 2011 (fall/full year) Nov. 22, 2011 (spring) Mar. 1, 2011 (Summer University/ISUP)
<b>Course selection:</b>	May 17, 2011 (fall/full year) Nov.15, 2011 (spring)
<b>Accommodation:</b>	Application is done online. Deadlines are approx. 1 June and 1 November , but it will be specified online at: <a href="http://www.cbs.dk/housing">www.cbs.dk/housing</a>



### **Nomination and application procedures:**

<b>Nomination procedure:</b>	All exchange students must be formally nominated by their home university. The home coordinator must e-mail the following information to CBS inbound coordinators: <ul style="list-style-type: none"><li>- Complete name (first/middle/surname)</li><li>- Date of Birth</li><li>- Nationality</li><li>- Level of study (Undergraduate or graduate)</li><li>- E-mail</li></ul>
<b>After CBS has received the official nomination e-mail from home coordinator:</b>	Once nominated exchange students will receive an e-mail from CBS with further instructions on how to apply.
<b>Application procedure:</b>	Nominated students must eventually submit the following documents to CBS Inbound coordinators: <ul style="list-style-type: none"><li>- Registration form</li><li>- Transcript (preferably in English)</li><li>- Proof of English proficiency</li><li>- Resume/CV (only for graduate students)</li><li>- Copy of passport</li><li>- One passport-sized photo</li></ul>
<b>For information about the Registration process:</b>	<a href="#">Registration process</a>
<b>Arrival Guide:</b>	<a href="http://uk.cbs.dk/arrival">http://uk.cbs.dk/arrival</a>
<b>Survival Guide:</b>	<a href="http://uk.cbs.dk/survival">http://uk.cbs.dk/survival</a>



### Requirements:

<b>For non-native English speakers:</b>	575/91 TOEFL score or equivalent to.
<b>For native English speakers:</b>	Official diploma or transcript
<b>Proof of English proficiency:</b>	Please note: Language proficiency must be documented and submitted with the application to CBS!
<b>For other accepted language tests, please visit:</b>	<a href="http://www.cbs.dk/app">http://www.cbs.dk/app</a> .
<b>GPA:</b>	No minimum GPA requirement, but CBS expects partners to choose students with good academic standing.
<b>Work experience:</b>	No work experience requirement

### Academic offerings:

<b>CBS offers various courses within the different academic disciplines:</b>	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.
<b>Undergraduate (Bachelor level) courses:</b>	<a href="http://uk.cbs.dk/undergrad">http://uk.cbs.dk/undergrad</a>
<b>Graduate (Master level) courses:</b>	<a href="http://uk.cbs.dk/grad">http://uk.cbs.dk/grad</a>
<b>Availability of courses:</b>	Courses for the fall semester are normally online by late April. Courses for the spring semester are normally online by late October.



**Workload:**

<b>Credit system:</b>	ECTS (European Credit Transfer System)
<b>Academic structure:</b>	Bachelor Degree: 3 years of study (6 semesters) with the total of 180 ECTS credits.  Master Degree: 2 years of study (4 semesters) with the total of 120 ECTS credits.
<b>Full time workload pr. semester:</b>	30 ECTS credits.  Please note: 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.
<b>Full time workload pr. academic year:</b>	60 ECTS credits
<b>Course load:</b>	1 course = 7.5 ECTS credits (4 courses is normally needed in order to be a full time student at CBS).  Please note: Some courses may be found with a different number of credits, e.g. 4 ECTS credits.
<b>The Danish Grading System:</b>	<a href="http://uk.cbs.dk/intl">http://uk.cbs.dk/intl</a>  Go to International Students → The CBS Academic Experience → The Danish Grading Scale
<b>Exams:</b>	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 wants 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.



**Language of instruction & Language courses:**

<b>Language of Instruction:</b>	Danish and English  Please note: The English course offerings posted online only reflect a small portion of the teaching at CBS.
<b>Language course:</b>	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 fee of approx. DKK 1300 for the Danish Crash Course for students from partner universities (other students pay approx. DKK 1,800).
<b>Other languages courses:</b>	During the semester, Danish language courses are offered (for credit). Courses such as “English for Business Students”, “Effective writing in English” and “Oral Communication in English” are also offered for credit.

**Accommodation:**

<b>Web address:</b>	<a href="http://www.cbs.dk/housing">www.cbs.dk/housing</a>
<b>Accommodation:</b>	<a href="#">Incoming Exchange students</a> <a href="#">Summer university students</a> <a href="#">International Degree students</a>
<b>Student Residences (exchange students):</b>	<a href="#">Student Residences</a>
<b>Private Housing:</b>	<a href="#">Private housing</a>
<b>How to apply for a dorm room at one of CBS’ Student Residences?</b>	Application is done online.
<b>Application process &amp; deadlines (exchange students):</b>	<a href="#">Application procedures and deadlines for exchange students</a>
<b>Price levels &amp; payments (exchange students):</b>	<a href="#">Prices &amp; payments</a>
<b>Practical Information (exchange students):</b>	<a href="#">Practical Information</a>



**Estimated living expenses in Copenhagen:**

Living expenses:	Approx. DKK 4,000 - 5,000 pr. month
Books/Supplies:	Approx. DKK 1,500 – 3,000 pr. semester
Transportation (bus, train, metro):	Approx. DKK 1,300 pr. semester
Social Program - Main Package (Optional):	Approx. 500 DKK
Weekend trips:	1,500 DKK pr. Trip

**International Summer University Program (ISUP):**

<b>Duration (6 weeks):</b>	June 25 - August 5, 2011
<b>Application Deadline (all students):</b>	March 1, 2011
<b>Arrival date</b>	June 24, 2011
<b>Program start:</b>	June 25, 2011
<b>Classes start:</b>	August 1-5, 2011
<b>Exam week:</b>	June 27, 2011
<b>Departure:</b>	August 6, 2011 at the latest.
<b>Web address:</b>	<a href="http://cbs.dk/summer">http://cbs.dk/summer</a>
<b>ISUP courses:</b>	<a href="http://www.cbs.dk/en/CBS-International/Summer-University/ISUP-Courses">http://www.cbs.dk/en/CBS-International/Summer-University/ISUP-Courses</a>
<b>ISUP students:</b>	<a href="http://www.cbs.dk/en/CBS-International/Summer-University/ISUP-Students">http://www.cbs.dk/en/CBS-International/Summer-University/ISUP-Students</a>
<b>ISUP faculty:</b>	<a href="http://www.cbs.dk/en/CBS-International/Summer-University/ISUP-Faculty">http://www.cbs.dk/en/CBS-International/Summer-University/ISUP-Faculty</a>
<b>Workload:</b>	Max. 15 ECTS credits (2 courses)
<b>Interested in teaching at ISUP?</b>	Interested Faculty can submit course proposals for ISUP in connection with our yearly call for course proposals sent out every year in August/September for the following summer. If you would like to receive our next call for course proposals let us know at <a href="mailto:isupfaculty.intoff@cbs.dk">isupfaculty.intoff@cbs.dk</a> .



### Insurance:

<b>Health Insurance:</b>	All students are required to have a health insurance from their home country covering medical repatriation for the full semester.
<b>Liability insurance:</b>	CBS recommends that students purchase this type of insurance.
<b>Personal insurance, covering theft, etc:</b>	CBS recommends that students purchase this type of insurance.

### Visa requirements:

<b>Students from the Nordic countries:</b>	No residence permit is required
<b>European students from EC and EEA countries:</b>	Must have a residence permit to stay in Denmark for more than three months. This is applied for in Denmark upon arrival.
<b>European students from outside the Nordic countries and EC/EEA and non-Europeans:</b>	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.
<b>Students attending the ISUP:</b>	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.

### Facilities:

<b>Exchange students have access to:</b>	<ul style="list-style-type: none"><li>- State of the art library services</li><li>- Computer facilities (On campus wireless)</li><li>- Cafés &amp; restaurants</li><li>- Student organisations</li><li>- Bookstores</li><li>- Health club on campus at low cost.</li><li>- The Metro links most CBS buildings with three stops on campus</li></ul>
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### Student Services:

Buddy program:	Exchange students will be assigned a Danish "buddy" to help them get through the first few weeks, which include; <ul style="list-style-type: none"> <li>- Airport pick up.</li> <li>- Help with settling in (key to room + welcome package)</li> <li>- Help with registration at the National Registry.</li> <li>- Other practical matters, such as post offices, etc.</li> </ul>
What is a buddy?	"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.

### Internships:

<b>Internship course:</b>	CBS offers an internship course (internship with integrated academic project work): ELITE-IIE: "Internship in International Entrepreneurship".
<b>Workload:</b>	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.
<b>Availability:</b>	The program is only open for graduate level CBS students and exchange students from CBS partner universities (Guest students are not eligible.).
<b>Requirements:</b>	- Minimum of two years of work experience - TOEFL score of 600
<b>Applicants must submit the following documents to:</b> <a href="mailto:internship.intoff@cbs.dk">internship.intoff@cbs.dk</a>	- Application - Transcripts - CV - Recommendations - Essays to proof of adequate English
<b>Application deadline:</b>	May 15 (every year)
<b>Salary:</b>	The internship is not paid, as it is an integral part of a course.
<b>Scholarships:</b>	Non-Danish residents are given a scholarship of 15,000 DKK to help cover the additional costs of living in Copenhagen. Students must be present at CBS for the entire semester from the end of August through about 15 Dec.
<b>For more information, you will find the course listed with all other graduate courses at:</b>	<a href="http://www.cbs.dk/internship">www.cbs.dk/internship</a>



**Academic calendar 2011/12:**

<b>Fall semester (August – December):</b>	2011
<b>Danish Crash Course:</b>	August 15-19
<b>Arrival date:</b>	August 21 at the latest
<b>Introduction program (mandatory):</b>	August 22-26
<b>Fall semester starts, however some courses may start during the Introduction week and Crash Course week</b>	August 29
<b>Fall break for most courses</b>	October 17-21
<b>Exams:</b>	December/January NB: Usually before Christmas for courses in English
<b>Semester ends:</b>	December/January

<b>Spring semester (January – June):</b>	2012
<b>Danish Crash Course</b>	January 16-20
<b>Arrival date:</b>	January 22 at the latest.
<b>Introduction program (mandatory)</b>	January 23-27
<b>Spring semester starts, however some courses may start during the Introduction week.</b>	January 30
<b>Holidays:</b> - Easter vacation - Public holiday - Ascension Day - Whitsun holiday	April 5-9 May 20 May 17 May 28
<b>Exams:</b>	May/June.  NB: Exam dates vary so please do not book your return flight until you know your exact exam dates.
<b>Semester ends:</b>	June 18