



## **Copenhagen Business School (CBS)**

**Academic year 2011/2012**

**Address:** Copenhagen Business School  
International Office  
Porcelaenshaven 26  
DK 2000 Frederiksberg  
Denmark

**Telephone & Fax:** +45 3815 3006 / +45 3815 3825 (Reception)

**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>

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### **Contacts:**

#### **Management**

Ms. Kirsten Winther Jørgensen, Director of International Office, [kwj.io@cbs.dk](mailto:kwj.io@cbs.dk)  
Ms. Robin Jensen, Special Advisor on International Relations, [rj.io@cbs.dk](mailto:rj.io@cbs.dk)  
Mr. Niels Henrik Larsen, Deputy Director of International Programs, [nhl.io@cbs.dk](mailto:nhl.io@cbs.dk)  
Ms. Karin Jørgensen, Personal assistant to Management, [kj.intoff@cbs.dk](mailto:kj.intoff@cbs.dk)

#### **Incoming exchange students**

Ms. Anette Hove Cox, Inbound Team Leader, International Programs Coordinator and Academic Advisor (undergraduate students), [ahc.io@cbs.dk](mailto:ahc.io@cbs.dk)

Ms. Lotte Vesterlund Hansen, International Programs Coordinator and Academic Advisor (undergraduate students), [lvf.io@cbs.dk](mailto:lvf.io@cbs.dk)

Ms. Stephanie Hadler, Special Consultant and Academic Advisor (graduate students), Case Competition Coach, [sh.io@cbs.dk](mailto:sh.io@cbs.dk)

Mr. Arnold Berg, Receptionist, [rec.io@cbs.dk](mailto:rec.io@cbs.dk)

#### **Housing**

Ms. Marianne Bach, Housing Coordinator, [housing@cbs.dk](mailto:housing@cbs.dk)  
Ms. Jess Grell Malten, Housing Assistant, [housing@cbs.dk](mailto:housing@cbs.dk)

#### **Outbound exchange students**

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

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

Mr. Scott Lewis, International Programs Coordinator: *USA*, [sl.intoff@cbs.dk](mailto:sl.intoff@cbs.dk)

Ms. Rene Barseghian, CEMS & Double Degree Coordinator, [cems@cbs.dk](mailto:cems@cbs.dk) ; [doubledegree@cbs.dk](mailto:doubledegree@cbs.dk)

Ms. Lisbeth Heckmann Andreasen, Receptionist, [outbound.io@cbs.dk](mailto:outbound.io@cbs.dk)

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### International Summer University Program (ISUP)

Mr. Anders Hiort Hansen, ISUP Coordinator, [summer@cbs.dk](mailto:summer@cbs.dk)

Ms. Christine Albrecht, ISUP Assistant coordinator, [summer@cbs.dk](mailto:summer@cbs.dk)

### Language Center (Danish Crash Course)

Ms. Janne Lerbech, Senior Assistant, [jsl.lc@cbs.dk](mailto:jsl.lc@cbs.dk)

Ms. Wafa El Nielsen, Senior Assistant, [wn.lc@cbs.dk](mailto:wn.lc@cbs.dk)

### International Marketing and Recruitment

Ms. Janie Huus Tange, Director of International Marketing: [jht.intoff@cbs.dk](mailto:jht.intoff@cbs.dk)

Ms. Maiyanne Sølvi Nielsen, Project Coordinator, [msn.intoff@cbs.dk](mailto:msn.intoff@cbs.dk)

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| <b>Various 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>Courses:</b>                 | <p>The courses are available on the web as follows:</p> <p><b>Undergraduate courses:</b><br/><a href="http://uk.cbs.dk/undergrad">http://uk.cbs.dk/undergrad</a></p> <p><b>Graduate courses:</b><br/><a href="http://uk.cbs.dk/grad">http://uk.cbs.dk/grad</a></p> <p>Courses for Autumn Semester are normally online by late April. Courses for Spring Semester are normally online by late October.</p>  |
| <b>Language of Instruction:</b> | Danish and English. Please note that the English course offerings posted online only reflect a small portion of the teaching at CBS.   |
| <b>Language requirement:</b>    | <p>Students who are not native speakers of English must have English language proficiency equivalent to <b>575/91 TOEFL score</b>.</p> <p><b>NOTE - Language proficiency must be documented and submitted with the application to CBS!</b> For other accepted language tests, please go to: <a href="http://www.cbs.dk/app">http://www.cbs.dk/app</a>.</p>   |
| <b>Language courses:</b>        | <p>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).</p> <p>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.</p>                                   |
| <b>Full-time Workload:</b>      | <p>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.</p> <p>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.</p> |
| <b>Grading:</b>                 | <p>The grading system in Denmark is described on:<br/><a href="http://uk.cbs.dk/intl">http://uk.cbs.dk/intl</a></p> <p>Go to International Students → The CBS Academic Experience → The Danish Grading Scale</p>   |
| <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.   |

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| <b>Registration Deadlines:</b> | <b>June 1:</b> Application deadline for Fall semester (August-December)<br><b>November 1:</b> Application deadline for Spring semester (January-June)<br><b>March 1:</b> Application deadline for International Summer University Program (ISUP) |
| <b>Required Documents:</b>     | Registration form, transcript, proof of English proficiency, resume (C.V.), copy of passport, one passport-sized photo.  |
| <b>Course Choice Deadline:</b> | May 17, 2011: Autumn Semester (except internship)<br>Nov. 15, 2012: Spring Semester  |
| <b>Accommodation:</b>          | Application is done online. Deadlines approx. 1 June and 1 November (will be specified online at <a href="http://www.cbs.dk/housing">www.cbs.dk/housing</a> )  |

#### **Term dates for the academic year 2011/2012:**

**Calendar** Semester system.

**Fall 2011:**

August 15-19: Danish Crash Course.

Arrival date: August 21 at the latest.

August 22-26: Introduction program (mandatory)

August 29: Fall semester starts, however some courses may start during the Introduction week and Crash Course week.

Fall break for most courses: October 17-21.

Exams: December/January – usually before Christmas for courses in English.

Semester ends: December/January.

**Spring 2012:**

January 16-20: Danish Crash Course.

Arrival date: January 22 at the latest.

January 23-27: Introduction program (mandatory)

January 30: Spring semester starts, however some courses may start during the Introduction week.

April 5-9: Easter vacation  
May 20: Public holiday  
May 17: Ascension Day  
May 28 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 25 to August 5, 2011. 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 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://cbs.dk/summer>

Application Deadline: March 1, 2011 for all students.  
Arrival date: June 24.  
Program start: June 25  
Classes start: June 27.  
Exam week: August 1-5.  
Departure: August 6 at the latest.

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**Accommodation:** CBS arranges accommodation for all students who apply before our application deadline. Please note that because of acute lack of sufficient student housing in Copenhagen, we cannot guarantee to fulfil all requirements. 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>

Accommodation prices are available at the above website. 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.

**Other Living Expenses:** Naturally, expenses while in Denmark will depend on each student's living situation and spending habits.  
Living expenses: approx. DKK 3,000 - 4,000 / month  
Books/Supplies: approx. DKK 1,500 – 3,000 / semester  
Transportation (bus, train, metro): approx. DKK 1,300 / semester

**Optional Fees** Social Program Main Package: approx. 500 DKK  
Weekend trips approx: 1,500 DKK each

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**Health insurance:** **All students are required to have a health insurance from their home country covering medical repatriation for the full semester.**

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

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**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 three months. This is applied for in Denmark upon 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 "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.

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.

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**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.

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## Internships:

CBS offers an internship course (internship with integrated academic project work): ELITE-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 essays to and proof of adequate English to, [internship.intoff@cbs.dk](mailto:internship.intoff@cbs.dk). Application deadline is May 15 every year. The internship is not paid, as it is an integral part of a course. However, 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. For more information, you will find the course listed with all other graduate courses at [www.cbs.dk/internship](http://www.cbs.dk/internship)

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