Copenhagen Business School (CBS)
Academic year 2005/2006

School address: Copenhagen Business School
The International Office
Dalgas Have 15
DK-2000 Frederiksberg
Denmark

www-address: Copenhagen Business School: www.cbs.dk
CBS International Office: www.cbs.dk/cbs_international
Information for exchange students:
http://www.cbs.dk/cbs_international/international_students/gruppe/prospective_exchange_students_1

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Courses: Course catalogue will be available in April.
The recent course offered can be seen below:

Undergraduate courses:
http://www.cbs.dk/cbs_international/programs_courses/prospective_exchange_students/undergraduate_courses
Graduate courses:
http://www.cbs.dk/cbs_international/programs_courses/prospective_exchange
Many of the Spring courses are announced during the Fall semester so courses will be added continuously.

Faculties:
- Faculty of Economics and Business Administration
- Faculty of Language, Communication and Culture

Language of Instruction:
Danish and English. Please note that the course catalogue describing the courses in English 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 a 570/230 TOEFL score.

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 600 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” and “English Grammar” 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 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.

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 this link: [http://www.cbs.dk/cbs_international/programs_courses/gruppe_4/the_cbs_academic_experience](http://www.cbs.dk/cbs_international/programs_courses/gruppe_4/the_cbs_academic_experience)

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

Required Documents:
- Registration form
- Transcript
- Resume
- Copy of passport
- Two passport-sized photos
- Choice of Courses form
- Accommodation form (and if applicable: Danish Crash course form)

Term dates for the academic year:

**Calendar**
- Semester system

**Fall**
- Mid August: Danish Crash Course

Arrival date: Mid August at latest
Late August, Introduction program (mandatory):
Late August: Fall semester starts, however some courses may start the week after

Exams: December/January -usually before Christmas for courses in English.
Semester ends: December/January:

**Spring:**
(preliminary)
Mid January: Danish Crash Course

Arrival date: Mid January at latest
Late January: Introduction program (mandatory)

End of January: Spring semester starts, however some courses may start the week after

Mid April: Easter vacation
Mid May: Public holiday
Late May: Ascension Day
Early June: 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: Late June.

**Summer programs or short-term programs:** International Summer University Program (ISUP) from Late June to Early August. This 6 1/2-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](http://www.cbs.dk/summer)

**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 (Early June for Autumn Semester 2005 and Early November for Spring semester 2006). 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://www.cbs.dk/cbs_international/accommodation/gruppe/exchange_students](http://www.cbs.dk/cbs_international/accommodation/gruppe/exchange_students)

Accommodation price range (as of February 2006): (1 US$ - €6.2628) DKK 2,500 – 3,500 per month (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.

**Living Expenses:** Naturally your expenses while in Denmark will depend on your living situation and your own spending habits. The living costs normally amount to approximately DKK 2,500 – 3,500 per month (excl. rent)

**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 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.
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 light 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. The dates are listed above in the academic calendar.

Internships: CBS offers a combination of internship and academic project work: "Internship/Mini-consultancy Project in Innovation and Business Development". 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 transcripts, CV and recommendations, and a personal letter of motivation to Stephanie Hadler, sh.infoff@cbs.dk. Application deadline is 15 May. Students who are accepted in this program will get a scholarship of approx. US$ 3000. For more information: http://www.cbs.dk/cbs_international/programs_courses/prospective_exchange_students/graduate_courses#Internship