SCHOOL INFORMATION SHEET

Copenhagen Business School, Denmark
2006/2007

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WWW-address: Copenhagen Business School: www.cbs.dk
CBS International Office: www.cbs.dk/cbs_international
Information for exchange students: go to International Students ➔ Prospective Exchange Students

Nomination 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: Exchange students must submit the following information:
Registration form, transcript, resume, copy of passport, two passport-sized photos, Choice of Courses form, Accommodation form (and if applicable: Danish Crash course form).


Courses: Full course catalogue and course syllabi available at: http://www.cbs.dk/grad
Courses for the 2006/2007 academic year will be announced in August 2006.
Many of the Spring courses are announced during the Fall semester so courses will be added continuously.

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

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 a 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 700 for the Danish Crash Course for students from partner universities (other students pay DKK 2,100).

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.

**Minimum GPA of 3.0**

**Academic/Experience Requirements:**

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.

**Full-time Workload:**

When attempting to understand the value of marks given in the system of another country, it is important not to automatically assume that the practice is similar to your own familiar system. While some systems use a fixed distribution curve and expect all classes to fall within that curve, others specify the level of performance necessary for each mark. Denmark grades each student on his or her specific level of performance; therefore "grading on the curve" is not a valid structure used at CBS.

In Denmark, where education at all levels, including higher education, is regulated by the Ministry of Education, the marking scale and its use is described in a ministerial order which gives the following overview of the scale:

- **13** Is given for exceptionally independent and excellent performance
  Rarely Given
- **11** Is given for independent and excellent performance
- **10** Is given for excellent but not particularly independent performance
- **9** Is given for good performance, a little above average
- **8** Is given for average performance
- **7** Is given for mediocre performance, slightly below average
- **6** Is given for just acceptable performance
  Minimum Passing Mark
- **5** Is given for hesitant and not satisfactory performance
  Failure
- **03** Is given for very hesitant, very insufficient and unsatisfactory performance
  Failure
- **00** Is given for completely unacceptable performance
  Failure

The jump from 13 to 11 emphasizes the fact that 13 is only to be given in rare and very exceptional cases. It should therefore not be compared to the top mark in most other systems. The participation of external examiners from other institutions in almost all exams contributes to the stability of the scale and should prevent individual interpretation of the value of each mark.
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.

**Fall semester:**
August 21-25: Danish Crash Course

**TERM DATES for 2006-07:**
- **Fall semester:**
  - Arrival date: August 27 at latest
  - August 28-September 1: Introduction program (mandatory)
  - September 4: 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 semester:**
January 22-26: Danish Crash Course

- **Spring semester:**
  - Arrival date: January 28 at latest
  - January 29-February 2: Introduction program (mandatory)
  - February 5: Spring semester starts, however some courses may start during the Introduction week.

April 5-9: Easter vacation
May 4: 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 30.

**Summer programs or short-term programs**
International Summer University Program (ISUP) from June 24 to August 4, 2006. 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

**Living Expenses:**
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 2006 for Autumn Semester 2006 and 1 November 2006 for Spring semester 2007). 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

Accommodation price range: 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 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.

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.

Mandatory Exchange Student 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 an internship course (internship with integrated academic project work): “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.intoff@cbs.dk. Application deadline is 15 May. 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 18,000 DKK in 2005. For more information: http://www.cbs.dk/cbs_international/programs_courses/prospective_exc
https://hange_students/graduate_courses#Internship