Copenhagen Business School
International Office
Dalgas Have 15, 2nd floor
DK-2000 Frederiksberg
Denmark
Phone: +45 3815 3006 (Reception)
Fax: +45 3815 3825

Web addresses

Copenhagen Business School - [http://uk.cbs.dk/](http://uk.cbs.dk/)
CBS International Office - [http://uk.cbs.dk/intl](http://uk.cbs.dk/intl)
Information for exchange students - [http://uk.cbs.dk/exchange](http://uk.cbs.dk/exchange)
International Summer University Program (ISUP) - [http://www.cbs.dk/summer](http://www.cbs.dk/summer)

Short facts

Copenhagen Business School (CBS) is a large business university with 19,000 full- and part-time students. CBS teaches the traditional courses in Economics, Management and Business Administration but is also well known for the cross-disciplinary research and teaching, and students can combine business with for example philosophy, political science, psychology or communication.

CBS is internationally accredited by AACSB, EQUIS and AMBA. The “triple-crown” accreditation.

The CBS campus is an urban campus located in Frederiksberg, an integrated part of Copenhagen. Our buildings are modern and we have state-of-the-art facilities. Our campus is connected to the airport and downtown Copenhagen with three on-campus Metro stops.
## Management Team

<table>
<thead>
<tr>
<th>Dr. Tom Dahl-Østergaard</th>
<th>Mr. Niels Henrik Larsen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of International Programs</td>
<td>Deputy Director</td>
</tr>
<tr>
<td><a href="mailto:tda.intoff@cbs.dk">tda.intoff@cbs.dk</a></td>
<td><a href="mailto:nhl.intoff@cbs.dk">nhl.intoff@cbs.dk</a></td>
</tr>
<tr>
<td>Cell: +45 4185 2014</td>
<td>Cell: +45 2174 6905</td>
</tr>
</tbody>
</table>

### CEMS & Double Degree students

<table>
<thead>
<tr>
<th>Ms. Rene Barseghian</th>
<th>Ms. Wafa El Nielsen</th>
<th>Ms. Lisbeth Andreasen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager for:</td>
<td>Coordinator</td>
<td>Senior Assistant, Receptionist</td>
</tr>
<tr>
<td>CEMS &amp; Double Degree</td>
<td><a href="mailto:cems@cbs.dk">cems@cbs.dk</a></td>
<td><a href="mailto:Rec.intoff@cbs.dk">Rec.intoff@cbs.dk</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:doubledegree@cbs.dk">doubledegree@cbs.dk</a></td>
<td></td>
</tr>
</tbody>
</table>

### Reception

<table>
<thead>
<tr>
<th>Ms. Rene Barseghian</th>
<th>Ms. Wafa El Nielsen</th>
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</tr>
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</tr>
<tr>
<td></td>
<td><a href="mailto:doubledegree@cbs.dk">doubledegree@cbs.dk</a></td>
<td></td>
</tr>
</tbody>
</table>

### Inbound exchange students

<table>
<thead>
<tr>
<th>Ms. Anette Hove Cox</th>
<th>Ms. Lotte Vesterlund Hansen</th>
<th>Ms. Stephanie Hadler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>International Programs Manager</td>
<td>Special Consultant</td>
</tr>
<tr>
<td><a href="mailto:ahc.intoff@cbs.dk">ahc.intoff@cbs.dk</a></td>
<td><a href="mailto:lvf.intoff@cbs.dk">lvf.intoff@cbs.dk</a></td>
<td><a href="mailto:sh.intoff@cbs.dk">sh.intoff@cbs.dk</a></td>
</tr>
<tr>
<td>Academic Advisor for bachelor students</td>
<td>Academic Advisor for bachelor students</td>
<td></td>
</tr>
</tbody>
</table>

### Outbound exchange students & Contract Management

<table>
<thead>
<tr>
<th>Ms. Mette Kloch</th>
<th>Ms. Louise Hoff-Clausen</th>
<th>Ms. Mai Engholm Pedersen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Leader</td>
<td>International Programs Manager</td>
<td>International Programs Manager</td>
</tr>
<tr>
<td><a href="mailto:mk.intoff@cbs.dk">mk.intoff@cbs.dk</a></td>
<td><a href="mailto:lhc.intoff@cbs.dk">lhc.intoff@cbs.dk</a></td>
<td><a href="mailto:lb.intoff@cbs.dk">lb.intoff@cbs.dk</a></td>
</tr>
<tr>
<td>Responsible for:</td>
<td>Responsible for:</td>
<td>Responsible for:</td>
</tr>
<tr>
<td>Austria, Canada, Czech Republic, Estonia, Finland, Germany, Hungary, Iceland, Latvia, Lithuania, Netherlands, Norway, Poland, Russia, Sweden, Switzerland</td>
<td>Australia, India, Japan, Malaysia, New Zealand, Pakistan, the Philippines, Singapore, South Korea and Thailand</td>
<td>Belgium, France, Greece, Ireland, Israel, Italy, Morocco, Portugal, South Africa, Turkey and UK</td>
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</tbody>
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<thead>
<tr>
<th>Mr. Scott Lewis</th>
<th>Mr. Kasper Dam Schultz</th>
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</thead>
<tbody>
<tr>
<td>International Programs Manager</td>
<td>International Programs Manager</td>
<td></td>
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<tr>
<td><a href="mailto:sl.intoff@cbs.dk">sl.intoff@cbs.dk</a></td>
<td><a href="mailto:kds.intoff@cbs.dk">kds.intoff@cbs.dk</a></td>
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<tr>
<td>Responsible for:</td>
<td>Responsible for:</td>
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<tr>
<td>USA</td>
<td>China, Hong Kong, Taiwan, Latin America, Spain and USAC</td>
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</tbody>
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### International Summer University Program (ISUP)

<table>
<thead>
<tr>
<th>Mr. Anders Hiort Hansen</th>
<th>Ms. Edita Arlauskaite</th>
<th>Ms. Annett Borchardt</th>
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<tbody>
<tr>
<td>Program Manager</td>
<td>Deputy Program Manager</td>
<td>Program Administrator</td>
</tr>
<tr>
<td><a href="mailto:summer@cbs.dk">summer@cbs.dk</a></td>
<td><a href="mailto:summer@cbs.dk">summer@cbs.dk</a></td>
<td><a href="mailto:summer@cbs.dk">summer@cbs.dk</a></td>
</tr>
<tr>
<td>Housing Department</td>
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<tr>
<td>--------------------</td>
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<tr>
<td>Ms. Marianne Bach</td>
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</tr>
<tr>
<td>Housing Coordinator</td>
<td></td>
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<tr>
<td><a href="mailto:housing@cbs.dk">housing@cbs.dk</a></td>
<td></td>
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</tr>
<tr>
<td>Ms. Jess Grell Malten</td>
<td></td>
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</tr>
<tr>
<td>Housing Assistant</td>
<td></td>
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</tr>
<tr>
<td><a href="mailto:housing@cbs.dk">housing@cbs.dk</a></td>
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<table>
<thead>
<tr>
<th>Deadlines</th>
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<tbody>
<tr>
<td>Nomination deadlines:</td>
</tr>
<tr>
<td>Semester exchange:</td>
</tr>
<tr>
<td>1 May 2013 (fall/full year)</td>
</tr>
<tr>
<td>15 October 2013 (spring)</td>
</tr>
<tr>
<td>Summer University:</td>
</tr>
<tr>
<td>4 February 2013</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Application deadlines &amp; Course selection:</th>
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<tbody>
<tr>
<td>Semester exchange:</td>
</tr>
<tr>
<td>Mid-May 2013 (fall/full year) – check website for details</td>
</tr>
<tr>
<td>Mid-November 2013 (spring) – check website for details</td>
</tr>
<tr>
<td>Summer University:</td>
</tr>
<tr>
<td>TBA (check website)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Accommodation:</th>
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<tbody>
<tr>
<td>On-line application. Deadlines are approx. 1 June and 1 November (full semester exchange) and 15 April (Summer University/ISUP), but it will be specified online at: <a href="http://www.cbs.dk/housing">www.cbs.dk/housing</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course information</th>
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</thead>
<tbody>
<tr>
<td>CBS offers a very large selection of courses taught in English. All courses are regular courses for CBS students. For more information about the courses offered, please see links below. The Fall semester courses are uploaded in late April and the Spring semester courses are uploaded in late October.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language of instruction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish and English</td>
</tr>
<tr>
<td>Please note: the online catalogue with courses taught in English only reflect a small portion of the teaching at CBS.</td>
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</table>

<table>
<thead>
<tr>
<th>Undergraduate courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Bachelor level)</td>
</tr>
<tr>
<td><a href="http://www.cbs.dk/undergrad">http://www.cbs.dk/undergrad</a></td>
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</table>

<table>
<thead>
<tr>
<th>Graduate courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Master level)</td>
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<tr>
<td><a href="http://www.cbs.dk/grad">http://www.cbs.dk/grad</a></td>
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</tbody>
</table>
### Danish 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 reduced fee of approx. DKK 1300 for the Danish Crash Course for students from partner universities.

During the semester, a Danish language course is offered (for credit).

### Summer University courses:

[http://cbs.dk/summer](http://cbs.dk/summer)

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### Credits & Workload

<table>
<thead>
<tr>
<th>Credit system:</th>
<th>ECTS (European Credit Transfer System)</th>
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</table>
| Academic structure:     | Bachelor Degree: 3 years of study (6 semesters) with the total of 180 ECTS credits. Specialized with 3 years of business studies.  
Master Degree: 2 years of study (4 semesters) with the total of 120 ECTS credits. |
| Full time workload pr. semester: | 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. |
| Course load:            | Most courses are 7.5 ECTS so 4 courses is a full-time work load |
| Summer University course load: | 15 ECTS (2 courses) |

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### Academic calendar

**Fall semester 2013 (August – December):**

| Danish Crash Course:          | 19 - 23 August 2013 |
| Arrival date:                 | 26 August 2013 at the latest |
| Introduction program (mandatory): | 26 - 30 August 2013 |
| Fall semester starts:         | 2 September 2013 |
Fall break for most courses: 14 - 18 October 2013
Exams: December/January (usually exams before Christmas for courses taught in English, but a few are held in January)
Semester ends: December/January

**Spring semester 2014 (January – June)**

| Danish Crash Course: | 20 - 24 January 2014 |
| Arrival date: | 27 January 2014 at the latest |
| Introduction program (mandatory): | 27 January – 1 February 2014 |
| Spring semester starts: | 3 February 2014 |
| Holidays: | |
| - Easter vacation | 13 April - 20 April 2014 |
| - Public holiday | 16 May 2014 |
| - Ascension Day | 29 May 2014 |
| - Whitsun holiday | 9 June 2014 |
| Exams: | May/June |
| Semester ends: | End June |
| NB: Exam dates vary so please do not book your return flight until you know your exact exam dates |

**International Summer University Program 2013 (6 weeks, June – August)**

| Arrival date: | To be announced (check website) |
| Program start: |
| Classes start: |
| Exam week: |
| Departure: |

**Requirements**

<p>| For non-native English speakers: | 577/91 TOEFL score or equivalent to. |
| For other accepted language tests and exemptions, see: | <a href="http://www.cbs.dk/app">http://www.cbs.dk/app</a>. |</p>
<table>
<thead>
<tr>
<th>Proof of English proficiency:</th>
<th>Please note: Language proficiency must be documented and submitted with the application to CBS.</th>
</tr>
</thead>
</table>

### Nomination & Application

| Nomination procedure: | All exchange students must be formally nominated by their home university. The home coordinator must e-mail the following information to CBS inbound coordinators:  
- Complete name (first/middle/surname)  
- Date of Birth  
- Nationality  
- Level of study (undergraduate or graduate)  
- E-mail address |
|-----------------------|------------------------------------------------------------------------------------------------|
| Application procedure: | Nominated exchange students will receive an e-mail from CBS with further instructions on how to apply.  
The following documents must be submitted electronically to the CBS Inbound Coordinators:  
- Transcript (preferably in English)  
- Proof of English proficiency (unless exempted)  
- Resume/CV  
- Copy of passport (photo page only) |

### Housing

As a result of changes in the Danish Campus Law, CBS (as of 1 January 2012) is no longer allowed to rent rooms to students. Therefore, the entire organization of housing for exchange students at CBS has been revised.

Fortunately, CBS has been able to enter long-term reservation agreements with most of the privately owned dormitories that have been available in the past. This means that CBS will facilitate room renting for the exchange students.

Students will not sign a contract with the CBS Housing Department but will have a contract with a private landlord instead. The CBS Housing Department will continue to manage the application and placement process in its role as facilitator.

In short, as from 2012 CBS will no longer have owners’ rights to a number of the rooms that have been at our disposal in the past. However, CBS has made the necessary provisions to ensure that adequate housing will continue to be available in the future.

CBS is cooperating with HousingAnywhere.com which is a student-to-student housing platform. Some of the CBS students going on exchange will be subletting their own housing while they are on exchange, using HousingAnywhere.com (mainly fall semester). Incoming exchange students are encouraged to look for alternative housing at [http://www.housinganywhere.com](http://www.housinganywhere.com).

<table>
<thead>
<tr>
<th>Application for housing</th>
<th>Online application which opens a few months before semester start. Nominated students will be e-mailed directly on their CBS e-mail account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>More information</td>
<td><a href="http://www.cbs.dk/housing">http://www.cbs.dk/housing</a></td>
</tr>
</tbody>
</table>
## Living expenses

<table>
<thead>
<tr>
<th>Living expenses</th>
<th>Approx. DKK 5,000 - 6,000 pr. month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies</td>
<td>Approx. DKK 1,500 – 3,000 pr. semester</td>
</tr>
<tr>
<td>Transportation (bus, train, metro):</td>
<td>Approx. DKK 1,300 pr. semester</td>
</tr>
<tr>
<td>Social Program - Main Package (Optional):</td>
<td>Approx. 500 DKK</td>
</tr>
<tr>
<td>Weekend trips</td>
<td>1,500 DKK pr. Trip</td>
</tr>
</tbody>
</table>

## Visa requirements

<table>
<thead>
<tr>
<th>From the Nordic countries:</th>
<th>No residence permit is required</th>
</tr>
</thead>
<tbody>
<tr>
<td>From EU and EEA countries:</td>
<td>Must have a residence permit to stay in Denmark for more than three months. This is applied for in Denmark upon arrival.</td>
</tr>
<tr>
<td>Other nationalities:</td>
<td>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.</td>
</tr>
<tr>
<td>Students attending the Summer University, ISUP:</td>
<td>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.</td>
</tr>
</tbody>
</table>

## Student Services & Facilities

<table>
<thead>
<tr>
<th>Buddy program:</th>
<th>Exchange students will be assigned a &quot;buddy&quot; to help them get through the first few weeks. &quot;Buddies&quot; are CBS students who have volunteered to help one or more of our exchange students.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Airport pick up.</td>
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<td></td>
<td>- Key to room + welcome package</td>
</tr>
<tr>
<td></td>
<td>- Help with registration at the National Registry.</td>
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<tr>
<td></td>
<td>- Other practical matters, such as post offices, getting a bike, etc.</td>
</tr>
<tr>
<td></td>
<td>Throughout the semester various activities are planned for the exchange students and their CBS buddies.</td>
</tr>
</tbody>
</table>
Introduction week:
A mandatory Introduction Week prior to semester start:
- Courses and exams
- Danish culture
- IT and library
- Campus tour
- Danish culture
- Optional social program with evening activities

Exchange students have access to:
- State of the art library services
- Campus-wide Wi-Fi
- Computer & printing facilities
- Cafés & canteens
- Student organisations
- Bookstores
- 3 Metro stops on campus links CBS to downtown and the airport

Resources on Denmark and Copenhagen

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tourist information Copenhagen</td>
<td><a href="http://visitcopenhagen.com/">http://visitcopenhagen.com/</a></td>
</tr>
<tr>
<td>Tourist information Denmark</td>
<td><a href="http://www.visitdenmark.com/siteforside.htm">http://www.visitdenmark.com/siteforside.htm</a></td>
</tr>
<tr>
<td>Danish news in English</td>
<td><a href="http://www.cphpost.dk/">http://www.cphpost.dk/</a></td>
</tr>
<tr>
<td>City Guide – Best of Copenhagen</td>
<td><a href="http://www.aok.dk/english">http://www.aok.dk/english</a></td>
</tr>
<tr>
<td>Public transportation</td>
<td><a href="http://www.rejseplanen.dk/">http://www.rejseplanen.dk/</a> (select “English” in top menu)</td>
</tr>
</tbody>
</table>