CBS COPENHAGEN BUSINESS SCHOOL
HANDELSHØJSKOLEN





Exchange Fact Sheet 2016 – 2017

Copenhagen Business School
International Office
Dalgas Have 15, 2nd floor
DK-2000 Frederiksberg, Denmark
Phone: +45 3815 3006 (Reception)
E-mail: rec.intoff@cbs.dk

ERAMUS code: DK KOBENHA05, PIC code: 998706666

Web addresses

Copenhagen Business School - http://www.cbs.dk/en
CBS International Outreach - http://www.cbs.dk/intl
Information for exchange students - http://www.cbs.dk/exchange
International Summer University Program (ISUP) - http://www.cbs.dk/summer
Videos - CBS student life: http://studentlife.cbs.dk/video/

Short facts

Copenhagen Business School (CBS) is a large business university with 22,000 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, commercial law 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.

AACSB ACCREDITED EFMD EQUIS ACCREDITED Association of MBAs PIM CEMS

Management Team		Housing
Dr. Tom Dahl-Østergaard Director of International Programs tda.intoff@cbs.dk Cell: +45 4185 2014	Mr. Niels Henrik Larsen Deputy Director nhl.intoff@cbs.dk Cell: +45 2174 6905	Ms. Jess Grell Malten Housing Coordinator Dorte Brix Housing Officer housing.intoff@cbs.dk
Inbound exchange students		**CEMS & DD**
Ms. Anette Hove Cox Team Leader ahc.intoff@cbs.dk Academic Advisor for Bachelor students	Ms. Catherine Layolle International Programs Manager clb.intoff@cbs.dk Academic Advisor for Graduate students	Ms. Rene Barseghian Program Manager for: CEMS & Double Degree cems@cbs.dk or doubledegree@cbs.dk
Mr. Carlos Santana International Programs Manager cs.intoff@cbs.dk Academic Advisor for bachelor students (maternity replacement for Lotte Vesterlund Hansen)	Ms. Charlotte Inouye International Programs Manager ci.lc@cbs.dk Academic Advisor for Graduate students	Ms. Wafa El Nielsen Coordinator for: CEMS & Double Degree cems@cbs.dk or doubledegree@cbs.dk
Outbound exchange students & Contract Management		
Ms. Mette Kloch Team Leader mk.intoff@cbs.dk Responsible for: Austria, Canada, Czech Rep., Estonia, Finland, Germany, Hungary, Iceland, Latvia, Lithuania, Netherlands, Norway, Poland, Russia, Sweden, Switzerland	Ms. Louise Hoff Byrnak International Programs Manager lhc.intoff@cbs.dk Responsible for: Australia, India, Indeonesia, Japan, Malaysia, New Zealand, Pakistan, the Philippines, Singapore, South Korea and Thailand	Ms. Mai Engholm Pedersen International Programs Manager mep.intoff@cbs.dk Responsible for: **Erasmus Coordinator** Belgium, France, Greece, Israel, Italy, Morocco, Portugal, South Africa and Turkey
Mr. Scott Lewis International Programs Manager sl.intoff@cbs.dk Responsible for: USA, Ireland & United Kingdom	Mr. Anders Folkmann International Programs Manager af.intoff@cbs.dk Responsible for: China, Hong Kong, Taiwan, Latin America, and Spain	Ms. Cecilie Kyndesen Erasmus Assistant ck.intoff@cbs.dk Responsible for: Learning Agreements for CBS students
International Summer University Program (ISUP)		
Mr. Sven Bislev Academic Director isupfaculty.intoff@cbs.dk	Mr. Tam Thien Nguyen Administrative Officer Partner contact (ISUP) summer@cbs.dk	Ms. Sarah Kondrup Hansen Administrative Officer summer@cbs.dk
Ms. Gitte Hvitfeld ISUP Manager summer@cbs.dk	Ms. Helle Groth Program Coordinator summer@cbs.dk	

Deadlines	
Nomination deadlines:	Semester exchange: 15 April 2016 (fall/full year) 15 October 2016 (spring) Summer University: 8 February 2016
Application deadlines & Course selection:	Semester exchange: (fall/full year) *20 April 2016 – 27 April 2016* (spring) Early November 2016 – *check website for details* Summer University: First application round: 9 February (noon) – 16 February (noon) 2016 Second application round: 15 March (noon) – 22 March (noon) 2016
Accommodation:	On-line application. Deadlines are approx. 1 June and 1 November (full semester exchange) and 19 April (Summer University/ISUP), but it will be specified online at: www.cbs.dk/housing





Course information	
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 mid-April and the Spring semester courses are uploaded in mid-October.	
Language of instruction:	Danish and English Please note: the online catalogue with courses taught in English only reflect a small portion of the teaching at CBS.
Undergraduate courses: (Bachelor level)	http://www.cbs.dk/undergrad
Graduate courses: (Master level)	http://www.cbs.dk/grad
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 1500 for the Danish Crash Course for

	students from partner universities (price in spring 2016). During the semester, a Danish language course is offered (for credit).
Summer University courses:	http://www.cbs.dk/uddannelse/summer-university-programme/courses
Credits & Workload	
Credit system:	ECTS (European Credit Transfer System)
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. Exchange students are required to be full time students during their exchange at CBS. Please note: 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.
Course load:	Most courses are 7.5 ECTS so 4 courses are a full-time work load
Summer University course load:	15 ECTS (2 courses)





Academic calendar	
Fall semester 2016 (August – December):	
Danish Crash Course: Arrival date: Introduction program (mandatory): Fall semester starts: Exams: Semester ends:	22 - 26 August 2016 28 August 2016 at the latest 29 August – 3 September 2016 1 September 2016 December/January (usually exams before Christmas for courses taught in English, but a few are held in January) December/January

Spring semester 2017 (January – June)	
Danish Crash Course: Arrival date: Introduction program (mandatory): Spring semester starts: Holidays: - Easter vacation - Public holiday - Ascension Day - Whitsun holiday Exams: Semester ends:	16 – 20 January 2017 22 January 2017 at the latest 23 – 28 January 2017 30 January 2017 13 – 17 April 2017 12 May 2017 25 May 2017 5 June 2017 May/June 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 2016 (6 weeks, June – August)	
Arrival date: Program start /Welcome day: Classes start: Exams: Retake exams:	24 June 2015 25 June 2015 27 June 2015 1 - 5 August 2015 Within two months from ordinary exams





Requirements	
For non-native English speakers:	• TOEFL iBT score of 91 or TOEFL PBT score of 577. We do **not** accept TOEFL iTP. • IELTS minimum score 6.5 • CPE (Certificate of Proficiency in English, University of Cambridge ESOL Examinations) (Level C2) • CAE (Certificate in Advanced English, University of Cambridge ESOM Examinations) (Level C1)
For other accepted language tests and exemptions, see:	http://www.cbs.dk/en/study/bachelor/undergraduate-admission-step-1 (select “English Level A” to see other accepted tests/exams)
Proof of English proficiency:	Please note: Language proficiency must be documented and submitted with the application to CBS.

Nomination & Application	
Nomination procedure:	All exchange students must be formally nominated by their home university. The home coordinator must fill out a CBS nomination form and e-mail this to CBS inbound coordinators (receipt.intoff@cbs.dk) or ISUP coordinators (summer@cbs.dk).
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 as pdf files via the online registration flow to the CBS Inbound Coordinators: - Most recently updated university transcript (preferably in English) - Proof of English proficiency (unless exempted) - Resume/CV in English - Copy of passport (photo page only) Students have to submit only transcript and copy of passport in their application for the Summer University. Other documents are the same as for full semester students.

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.

Housing in Copenhagen is very difficult to find and can be expensive. This is particularly the case in the fall semester when the demand for housing by far outstrips supply. In order to ensure adequate housing during the fall semester, the CBS Housing Department offers a private housing option as supplement to dorm accommodation.

A private housing offer will always include a room with a bed, a desk for studying, internet access, a dresser/closet for your clothes and, of course, access to kitchen and bathroom.
Please note that private housing is only available in the fall semester. No private housing facility or assistance is offered in the spring or the summer.

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.

Application for housing	Online application which opens a few months before semester start. Nominated students will be e-mailed directly on their CBS e-mail account (full semester). ISUP (Summer University) students will apply in mid-April.
More information	http://www.cbs.dk/housing

Living expenses	
Rent – dormitories:	Please be aware that the room sizes and prices are not the same for all dorms. There is therefore no standard room size or average room price. Price range approx. DKK 3,500-7,500 per month. For more information see http://www.cbs.dk/housing
Rent – private housing:	The price of the room will reflect the facilities to which students have access. The price range of rent is currently approx. DKK 3,500–6,000 per month.
Food and daily expenses:	Approx. DKK 1,500 - 2,500 per month
Books/Supplies:	Approx. DKK 1,500 – 3,000 per semester
Transportation (bus, train, metro):	Approx. DKK 1,300 per semester
Social Programme - Main Package (Optional):	Approx. 600 DKK
Weekend trips:	Approx. 1,600 DKK per trip
Visa requirements	
From the Nordic countries:	No residence permit is required
From EU 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.
Other nationalities:	MUST have their visa or residence permit in order before leaving their home country. The process is initiated by CBS. CBS will e-mail personal logon information to each student whereupon the student will be able to submit the application online. After submitting the application online, the student will need to submit biometric information in person according to the information at: http://um.dk/en/travel-and-residence/residence-and-or-work-permits/ Please note that the students will be requested to pay two fees in connection with the residence permit application: one for the local Danish representation where they submit their biometrics and one for the Danish Immigration Services for processing the application. For more information please see: https://www.nyidanmark.dk/en-us/coming_to_dk/fee/fee.htm. Furthermore, please note that the students will be required to submit documentation for having a minimum amount of DKK 5903 per month in the form of a bank statement in their own name and/or confirmation of a grant or scholarship.
Students attending the Summer University, ISUP:	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.

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






