Exchange Fact Sheet 2018 – 2019

Copenhagen Business School
International Office
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DK-2000 Frederiksberg, Denmark
Phone: +45 3815 3006 (Reception)
E-mail: rec.intoff@cbs.dk
ERAMUS code: DK KOBENHA05, PIC code: 998706666

Web addresses

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.
### Management Team

**Dr. Tom Dahl-Østergaard**  
Director of International Programs  
*tda.intoff@cbs.dk*  
Cell: +45 4185 2014

**Mr. Niels Henrik Larsen**  
Deputy Director  
*rnl.intoff@cbs.dk*  
Cell: +45 2174 6905

**Ms. Jess Grell Malten**  
Housing Coordinator  
*housing.intoff@cbs.dk*

**Ms. Dorte Brix**  
Housing Officer

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### Housing

**Ms. Jess Grell Malten**  
Housing Coordinator

**Mr. Niels Henrik Larsen**  
Deputy Director

**Ms. Lotte Vesterlund Hansen**  
(Acting) Team Leader  
*lvf.intoff@cbs.dk*

**Academic Advisor for Bachelor students**

**Ms. Catherine Layolle**  
International Programs Manager  
*clb.intoff@cbs.dk*

**Academic Advisor for Graduate students**

**Ms. Charlotte Inouye**  
International Programs Manager  
*ci.lc@cbs.dk*

**Academic Advisor for Graduate students**

**Ms. Nina Iversen**  
International Programs Manager (until February 2019)  
*receipt.intoff@cbs.dk*

**Academic Advisor for Bachelor students**

**Ms. Rene Barseghian**  
Program Manager for:  
CEMS & Double Degree  
*doubledegree@cbs.dk*  
Or  
*doubledegree@cbs.dk*

**Ms. Wafa El Nielsen**  
Program Manager for:  
CEMS & Double Degree  
*cems@cbs.dk*  
Or  
*doubledegree@cbs.dk*

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### Inbound exchange students

**Ms. Lotte Vesterlund Hansen**  
(Acting) Team Leader  
*lvf.intoff@cbs.dk*

**Academic Advisor for Bachelor students**

**Ms. Catherine Layolle**  
International Programs Manager  
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**Academic Advisor for Graduate students**

**Ms. Charlotte Inouye**  
International Programs Manager  
*ci.lc@cbs.dk*

**Academic Advisor for Graduate students**

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### CEMS & DD

**Ms. Rene Barseghian**  
Program Manager for:  
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*doubledegree@cbs.dk*  
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**Ms. Wafa El Nielsen**  
Program Manager for:  
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*cems@cbs.dk*  
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### Outbound exchange students & Contract Management

**Ms. Mette Kloch**  
Team Leader  
*mk.intoff@cbs.dk*

**Responsibilities:**  
Austria, Canada, Czech Rep., Estonia, Finland, Germany, Hungary, Iceland, Lithuania, Netherlands, Norway, Poland, Russia, Sweden, Switzerland

**Ms. Louise Hoff Byrnak**  
International Programs Manager  
*lhc.intoff@cbs.dk*

**Responsibilities:**  
Australia, India, Indonesia, Japan, Malaysia, New Zealand, the Philippines, Singapore, South Korea and Thailand

**Ms. Mai Engholm Pedersen**  
International Programs Manager  
*ercus.intoff@cbs.dk*

**Erasmus Coordinator**

**Ms. Nancy Benitez**  
Program Manager  
*mep.intoff@cbs.dk*

**Responsibilities:**  
Belgium, France, Greece, Israel, Italy, Morocco, Portugal, South Africa and Turkey

**Mr. Scott Lewis**  
International Programs Manager  
*sl.intoff@cbs.dk*

**Responsibilities:**  
USA, Ireland & United Kingdom

**Mr. Anders Folkmann**  
International Programs Manager  
*af.intoff@cbs.dk*

**Responsibilities:**  
China, Hong Kong, Taiwan, Latin America, and Spain

**Ms. Cecilie Kyndesen**  
Erasmus Assistant  
*erasmus.intoff@cbs.dk*

**Responsibilities:**  
Learning Agreements for CBS students

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### International Summer University Program (ISUP)

**Assoc Prof. Sven Bislev**  
Academic Director  
*sb.msc@cbs.dk*

**Academic ISUP questions**

**Ms. Edita Arlauskaite**  
Program Manager  
*ea.intoff@cbs.dk*

**Administrative ISUP questions**

**Partner universities from:**  
Spain, Asia, Latin America, Oceania, Middle East, and Africa

**Mr. Tam Thien Nguyen**  
Administrative Officer  
*ttn.intoff@cbs.dk*

**Administrative ISUP questions**

**Partner universities from:**  
Europe (except Spain), Russia, USA and Canada
### Deadlines

<table>
<thead>
<tr>
<th>Nomination deadlines:</th>
<th>Semester exchange:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>15 April 2018 (fall/full year)</td>
</tr>
<tr>
<td></td>
<td>15 October 2018 (spring)</td>
</tr>
<tr>
<td>Summer University:</td>
<td>13 February 2018 (first application round)</td>
</tr>
<tr>
<td></td>
<td>3 April 2018 (second application round)</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Application deadlines &amp; Course selection:</th>
<th>Semester exchange:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(fall/full year) 16 – 24 April 2018</td>
</tr>
<tr>
<td></td>
<td>(spring) late October 2018 – dates to be announced</td>
</tr>
<tr>
<td>Summer University:</td>
<td>First application round: 13 February (noon) – 20 February (midnight) 2018</td>
</tr>
<tr>
<td></td>
<td>Second application round: 3 April (noon) – 10 April (midnight) 2018</td>
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</table>

| Accommodation: | On-line application. Deadlines are approx. 1 June and 1 November (full semester exchange) and mid-April (Summer University/ISUP), but it will be specified online at: [www.cbs.dk/housing](http://www.cbs.dk/housing) |

### Course information

CBS offers a wide 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.

<table>
<thead>
<tr>
<th>Language of instruction:</th>
<th>Danish and English</th>
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<tbody>
<tr>
<td></td>
<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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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Graduate courses: (Master level)</th>
<th><a href="http://www.cbs.dk/grad">http://www.cbs.dk/grad</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Danish language courses:</th>
<th>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</th>
</tr>
</thead>
</table>
is a reduced fee of approx. DKK 1500 for the Danish Crash Course for students from partner universities (price in spring 2018).
During the semester, a Danish language course is offered (for credit).

<table>
<thead>
<tr>
<th>Summer University courses:</th>
<th><a href="https://www.cbs.dk/uddannelse/international-summer-university-programme-isup/courses-and-exams">https://www.cbs.dk/uddannelse/international-summer-university-programme-isup/courses-and-exams</a></th>
</tr>
</thead>
</table>

### Credits & Workload

<table>
<thead>
<tr>
<th>Credit system:</th>
<th>ECTS (European Credit Transfer System)</th>
</tr>
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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. 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 2018 (August – December):**

<table>
<thead>
<tr>
<th>Danish Crash Course:</th>
<th>20 - 24 August 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival date:</td>
<td>26 August 2018 at the latest</td>
</tr>
<tr>
<td>Introduction program (mandatory):</td>
<td>27 – 31 August 2018</td>
</tr>
<tr>
<td>Fall semester starts:</td>
<td>3 September 2018</td>
</tr>
<tr>
<td>Exams:</td>
<td>December/January (usually exams before Christmas for courses taught in English, but a few are held in January)</td>
</tr>
</tbody>
</table>
Semester ends: December/January

Spring semester 2019 (January – June)

| Danish Crash Course: | 14 – 18 January 2019
| Arrival date: | 20 January 2019 at the latest
| Introduction program (mandatory): | 21 – 25 January 2019
| Spring semester starts: | 28 January 2019

| Holidays: | 18 – 22 April 2019
| - Easter vacation | 17 May 2019
| - Public holiday | 30 May 2019
| - Ascension Day | 10 June 2019
| - Whitsun holiday | 1

| 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 2018 (6 weeks, June – August)

| Arrival date: | 22 June 2018
| Program start / Welcome day: | 23 June 2018
| Classes start: | 26 June 2018
| Exams: | Home assignments: 26/27 June - 30 July 2018 (Please note that exam will start on the first teaching day and will run in parallel with the course)
| | 4 hour written exam: 31 July – 3 August 2018
| Retake exams: | 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 7.0
- CPE (Certificate of Proficiency in English, University of Cambridge ESOL Examinations) (Level C2)
- CAE (Certificate in Advanced English, University of Cambridge ESOL 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.

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.

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

<table>
<thead>
<tr>
<th>Living expenses</th>
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<tbody>
<tr>
<td>Rent – dormitories:</td>
<td>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 <a href="http://www.cbs.dk/housing">http://www.cbs.dk/housing</a></td>
</tr>
<tr>
<td>Rent – private housing:</td>
<td>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.</td>
</tr>
<tr>
<td>Food and daily expenses:</td>
<td>Approx. DKK 1,500 - 2,500 per month</td>
</tr>
<tr>
<td>Books/Supplies:</td>
<td>Approx. DKK 1,500 – 3,000 per semester</td>
</tr>
<tr>
<td>Transportation (bus, train, metro):</td>
<td>Approx. DKK 1,300 per semester</td>
</tr>
<tr>
<td>Social Program - Main Package (Optional):</td>
<td>Approx. 600 DKK</td>
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<tr>
<td>Weekend trips:</td>
<td>Approx. 1,600 DKK per trip</td>
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## Visa requirements

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<thead>
<tr>
<th>Visa requirements</th>
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<tbody>
<tr>
<td>From the Nordic countries:</td>
<td>No residence permit is required</td>
</tr>
<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. The process is initiated by CBS. CBS will e-mail the necessary forms to each student whereupon the student will be able to submit the application at the nearest Danish diplomatic mission. After submitting the application, the student will need to submit biometric information in person according to the information at: <a href="http://um.dk/en/travel-and-residence/residence-and-or-work-permits/">http://um.dk/en/travel-and-residence/residence-and-or-work-permits/</a></td>
</tr>
<tr>
<td></td>
<td>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: <a href="https://www.nyidanmark.dk/en-us/coming_to_dk/fee/fee.htm">https://www.nyidanmark.dk/en-us/coming_to_dk/fee/fee.htm</a>.</td>
</tr>
<tr>
<td></td>
<td>Furthermore, please note that the students will be required to submit documentation for having a minimum amount of money at their disposal per month in the form of a bank statement in their own name and/or confirmation of a grant or scholarship. For 2017, the amount is DKK 6,015 per month.</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>
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<tr>
<td>Student Services &amp; Facilities</td>
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<td>------------------------------</td>
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<tr>
<td><strong>Buddy program:</strong></td>
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<tr>
<td>Exchange students can apply for a “buddy” 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.</td>
<td></td>
</tr>
<tr>
<td>- Airport pick up.</td>
<td></td>
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<tr>
<td>- Key to room + welcome package</td>
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</tr>
<tr>
<td>- Answer questions about practical matters</td>
<td></td>
</tr>
<tr>
<td>Throughout the semester various activities are planned for the exchange students and their CBS buddies.</td>
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<tr>
<td><strong>Introduction week:</strong></td>
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<tr>
<td>A mandatory Introduction Week prior to semester start:</td>
<td></td>
</tr>
<tr>
<td>- Courses and exams</td>
<td></td>
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<tr>
<td>- Danish culture</td>
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<tr>
<td>- IT and library</td>
<td></td>
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<tr>
<td>- Campus tour</td>
<td></td>
</tr>
<tr>
<td>- Optional social program with evening activities</td>
<td></td>
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<tr>
<td><strong>Exchange students have access to:</strong></td>
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<tr>
<td>- State of the art library services</td>
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<tr>
<td>- Campus-wide high speed Wi-Fi</td>
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<tr>
<td>- Computer &amp; printing facilities</td>
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</tr>
<tr>
<td>- Cafés &amp; canteens</td>
<td></td>
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<tr>
<td>- Student organizations</td>
<td></td>
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<tr>
<td>- Bookstore</td>
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</tr>
<tr>
<td>- 4 Metro stops on campus links CBS to downtown and the airport</td>
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</tbody>
</table>