

CBS EXCHANGE

FACT SHEET 2019 - 2020



CBS

COPENHAGEN BUSINESS SCHOOL

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USEFUL LINKS

Copenhagen Business School:

cbs.dk/en

CBS International Outreach:

cbs.dk/intl

Information for exchange students:

cbs.dk/exchange

International Summer University Program

(ISUP): cbs.dk/summer

Videos - CBS student life:

studentlife.cbs.dk/video/

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. Furthermore, CBS is a member of the CEMS and PIM networks.

CAMPUS

The CBS campus is an urban campus located in Frederiksberg, an integrated part of Copenhagen, and easily connects to the airport and downtown Copenhagen with three on-campus Metro stops.

Surrounded by garden and outdoor living space, our four contemporary campus buildings offer state-of-the-art student facilities and year round student activities.

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.

CBS offers a variety of international opportunities, activities, and a wide selection of courses taught in English. The credit system used is ECTS (European Credit Transfer System).





SEMESTER EXCHANGE

FALL SEMESTER 2019 (Aug. – Jan.)

Danish Crash Course:

- 19 - 23 August 2019

Arrival date:

- 25 August 2019 at the latest

Introduction program (mandatory):

- 26 - 30 August 2019

Fall semester starts:

- 2 September 2019

Exams:

- December 2019/January 2020. Most exams will be scheduled before Christmas, but for Q2 courses a few are held in January

Semester ends:

- December 2019/January 2020

SPRING SEMESTER 2020 (Jan. –June)

Danish Crash Course:

- 20 - 24 January 2020

Arrival date:

- 26 January 2020 at the latest

Introduction program (mandatory):

- 27 - 31 January 2020

Spring semester starts:

- 3 February 2020

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

Each year, around 1,200 exchange students from our partners around the world, as well as a few freemovers from non-partner universities, find their way to CBS. Exchange students can choose to attend for either the fall semester, spring semester, or for a full academic year.

COURSES

All courses offered for exchange students are regular courses for CBS students. The below course catalogs for undergraduate and graduate exchange students only reflect a small portion of the teaching at CBS, but are the English taught courses available for students on exchange.

The fall semester courses are uploaded in mid-March and the spring semester courses are uploaded in mid-September.

- **Undergraduate courses** (Bachelor level): cbs.dk/undergrad
- **Graduate courses** (Master level), including CEMS/Double Degree: cbs.dk/grad

FULL TIME WORKLOAD PER SEMESTER

30 ECTS credits. Exchange students are required to be full time students during their exchange at CBS. Most courses are 7.5 ECTS so four courses are a full time work load.

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.

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 Managers at receipt.intoff@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:

- Most recently updated university transcript in English
- Proof of English proficiency (unless exempted).
- Resume/CV in English
- Copy of passport (photo page only)

DANISH LANGUAGE COURSES

During the semester a Danish language course is offered (for credit). Students can take the Danish Crash Course on top their 30 ECTS.

A Danish Crash Course is offered the week prior to the Introduction Week. The Crash Course is a 20 hour 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 2019).

ENGLISH REQUIREMENTS

For non-native English speakers:

- TOEFL iBT minimum score 91 (94 from AY 2020/21). We do not accept TOEFL iTP.
- IELTS minimum score 7.0
- CPE (Certificate of Proficiency in English, University of Cambridge ESOL Examinations) (Level C2) (185 points from 2020/21)
- CAE (Certificate in Advanced English, University of Cambridge ESOM Examinations) (Level C1) (185 points from 2020/21)

For exemptions, see our [English Proficiency FAQ](#).

Proof of English proficiency: Language proficiency must be documented and submitted with the application to CBS.

VISA REQUIREMENTS

From the Nordic countries:

- No residence permit is required if staying less than six months.

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 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 the [Ministry of Foreign Affairs of Denmark - Residence and Work Permits](#).

Please note that the students will be requested to pay several fees in connection with the residence permit application: One for the local Danish representation where they submit their biometrics, one for the Danish Immigration Services and possibly one for the Visa Service center for processing the application. For more information please see newtodenmark.dk on how to apply.

Furthermore, please note that the students will be required to submit financial documentation in the form of a bank statement in their own name and/or confirmation of a grant or scholarship. For 2019 the students must document the amount of DKK 6,166 per month.

DEADLINES

Nomination from university:

- Fall/full year: 15 April 2019
- Spring: 15 October 2019

Exchange application:

- Fall/full year: 30 April 2019
- Spring: 29 October 2019

Course selection:

- Fall/full year: 30 April 2019
- Spring: 29 October 2019

Accommodation application:

- Approx. late May and mid-November via on-line application.

Precise dates will be announced via e-mail and online at: cbs.dk/housing



HOUSING

CBS facilitates room renting for the exchange students and manages the application and placement process for a number of privately owned dormitories. As such, students do not sign a contract with the CBS Housing Department but with a private landlord instead.

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. Please note that CBS cannot guarantee housing for all the incoming students. However, the Housing Department facilitates 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:

- Via online application which opens a few months before semester start. Nominated students will be e-mailed directly to their CBS e-mail account. More information is found on cbs.dk/housing

STUDENT SERVICES AND FACILITIES

Introduction Week

Mandatory introduction activities are arranged prior to semester start:

- Courses and exams
- Danish culture
- IT and library
- Campus tour
- Optional social program with evening activities

Buddy Program and Exchange Social Program:

During the application process exchange students can apply for a "buddy". "Buddies" are CBS students who volunteer to help one or more of our exchange students to get through the first few weeks:

- Airport pick up
- Key to room + welcome package
- Answer questions about practical matters

Throughout the semester various activities are planned for the exchange students and their CBS buddies by the Exchange Social Program Coordinators.

Student facilities

Being a student at CBS, you will have access to a number of on campus study related facilities, such as:

- Bookstore and state of the art library services
- Computer, printing facilities, campus-wide high speed Wi-Fi
- Student organizations, cafés & cafeterias
- Four metro stops on campus links CBS to downtown and the airport

LIVING EXPENSES

Rent – dormitories:

- Price range approx.
DKK 3,500-7,500 per month

Room sizes and prices are not the same for all dorms. There is therefore no standard room size or average room price. For more information see cbs.dk/housing

Rent – private housing:

- The price range of rent is currently approx.
DKK 3,500-6,000 per month.

The price of the room will reflect the facilities to which students have access

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 1,500 per semester

Social Program - main package (optional):

- Approx. 600 DKK

Weekend trips:

- Approx. 1,600 DKK per trip

INTERNATIONAL SUMMER UNIVERSITY PROGRAM (ISUP)

ISUP 2019 (6 weeks, June – Aug.)

Arrival date:

- 21 June 2019

Program start / Welcome day:

- 22 June 2019

Classes start:

- 25 June 2019

Exams:

Home assignments:

- 25/26 June - 29 July 2019
NB: Exam will start on the first teaching day and will run in parallel with the course

4 hour written exam:

- 30 July – 2 Aug. 2019

Retake exams:

- Within two months from ordinary exams

DEADLINES

1st round application & course selection:

- 12 Feb. 2019 (noon) - 19 Feb. 2019 (midnight)

2nd round application & course application:

- 26 March 2019 (noon) - 2 April 2019 (midnight)

Accommodation application:

- Mid-April via on-line application

Precise dates will be announced via e-mail and online at: cbs.dk/housing



ISUP's well established summer program welcomes every summer app. 2000 students who take this exceptional opportunity to combine high-quality learning with an unforgettable summer experience over a period of six weeks.

COURSES

ISUP courses have their own study program and offer over 50 English taught courses which are professionally carried out by a range of international and dedicated faculty members.

Five weeks of intense studying are followed by a one week exam period. At ISUP there are two exam formats; home project assignment and written sit-in.

Students can take up to two courses equalling 7.5 ECTS per course (15 ECTS in total). This is equal to half a semester's full course load at CBS. Except for specific short courses which can only be taken individually.

More information on ISUP courses offered is found under International Summer University - [Courses and Exams](#).

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 the ISUP Coordinators at 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 ISUP Coordinators:

- Most recently updated university transcript
- Copy of passport (photo page only)

VISA REQUIREMENTS

Students may need to apply for a short term Schengen visa depending on their nationality. Please visit the website of your local Danish consulate to see if this applies to you.



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ISUP

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