

# 2020-2021

# CBS EXCHANGE FACT SHEET



# CBS SHORT FACTS

Copenhagen Business School (CBS) is a large university with 19,708 full and part time students.

CBS offers a wide range of university degree programs within business with a cross disciplinary focus, for example: Philosophy, Political Science, Psychology, Commercial Law or Communication.

CBS believes that open and collaborative partnerships are essential, both with researchers and other universities but also between students, businesses, public institutions, NGOs and policy makers. Thus, CBS's slogan is 'Business in society'.

CBS holds the prestigious "triple-crown" accreditation: AACSB, EQUIS and AMBA. Furthermore, CBS is a member of the CEMS alliance and PIM network.

## ACADEMIC STRUCTURE

- **Bachelor Degree:** 3 years of study (6 semesters) with a total of 180 ECTS credits. Specialized with 3 years of business studies.
- **Master Degree:** 2 years of study (4 semesters) with a 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).

## USEFUL LINKS

**COPENHAGEN BUSINESS SCHOOL:** [cbs.dk/en](https://www.cbs.dk/en)

**CBS INTERNATIONAL OUTREACH:** [cbs.dk/intl](https://www.cbs.dk/intl)

**INFORMATION FOR EXCHANGE STUDENTS:** [cbs.dk/exchange](https://www.cbs.dk/exchange)

**INTERNATIONAL SUMMER UNIVERSITY PROGRAM (ISUP):**  
[cbs.dk/summer](https://www.cbs.dk/summer)

**VIDEOS - CBS STUDENT LIFE:** [studentlife.cbs.dk/video/](https://www.studentlife.cbs.dk/video/)

## CAMPUS

CBS has an urban location in Frederiksberg, an integrated part of Copenhagen. The four Metro stops on campus makes for easy access to downtown Copenhagen as well as the airport.

Our five contemporary campus buildings offer state-of-the-art student facilities and year round student activities.



# SEMESTER EXCHANGE

Each year, approximately 1,200 exchange students from our partners around the world, as well as 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 available for exchange students are part of the regular CBS english programs course offering. Swedish and Norwegian speaking students can take courses taught in Danish by special request.

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

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

By Danish regulations, exchange students are required to take 30 ECTS credits. As most courses are 7.5 ECTS, a student will typically take 4 courses per semester.

30 ECTS credits correspond to 825 Student Work Hours.

## DANISH LANGUAGE COURSES

During the semester a credit-bearing Danish language course is offered. Students can take the Danish course on top of their 30 ECTS.

A [Danish Crash Course](#) is offered the week prior to the Introduction Week

## NOMINATION PROCEDURE

All exchange students must be formally nominated by their home university. The home school must complete a CBS nomination form and e-mail this to CBS Inbound Managers at [receipt.intoff@cbs.dk](mailto:receipt.intoff@cbs.dk).

## FALL SEMESTER 2020 (AUGUST - JANUARY)

**DANISH CRASH COURSE:** 17 - 21 August 2020

**ARRIVAL DATE:** 23 August 2020 at the latest

**MANDATORY INTRODUCTION PROGRAM:** 24 - 28 August 2020

**FALL SEMESTER START:** 1 September 2020

**EXAMS:** December 2020/January 2021

Most exams will be scheduled before Christmas, but some Q2 exams are held in January.

**FALL SEMESTER ENDS:** December 2020/January 2021

**NB:** Exam dates vary so students should not book their return flights until exact exam dates are published

## SPRING SEMESTER 2021 (JANUARY - JUNE)

**DANISH CRASH COURSE:** 18 - 22 January 2021

**ARRIVAL DATE:** 24 January 2021 at the latest

**MANDATORY INTRODUCTION PROGRAM:** 25 - 29 January 2021

**SPRING SEMESTER START:** 1 February 2021

**EXAMS:** May/June 2021

**SPRING SEMESTER ENDS:** June 2021

**NB:** Exam dates vary so students should not book their return flights until exact exam dates are published

## ENGLISH REQUIREMENTS

Please see our [English Proficiency FAQ](#).

## 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:

- Updated university transcript in English
- Proof of English proficiency
- Resume/CV in English
- Copy of passport (photo page only)

## RESIDENCE PERMIT REQUIREMENTS

- **From the Nordic countries:** No residence permit is required if staying less than six months.
- **From EU and EEA countries:** A residence permit is required to stay in Denmark for more than three months. This is applied for in Denmark upon arrival.
- **Other nationalities:** MUST have their residence permit secured before leaving their home country.

CBS will e-mail the necessary application forms to each student. For more information please see [newtodenmark.dk](#) on how to apply.

## STUDENT SERVICES AND FACILITIES

Please visit our [Anticipating Arrival Guide](#) for information about our:

- Introduction week
- Buddy program and exchange social program
- Student facilities
- Living expenses

## HOUSING

CBS has a limited amount of housing for incoming students. Therefore, the Housing Department facilitates a private housing option as supplement to dorm accommodation.

Private housing is only available in the fall semester.

### APPLICATION FOR HOUSING

Application is made online. Precise dates will be announced to the nominated students via e-mailed and online at: [cbs.dk/housing](#).

## DEADLINES

### NOMINATION FROM UNIVERSITY:

Fall/full year: 15 April 2020

Spring: 15 October 2020

### EXCHANGE APPLICATION:

Fall/full year: late April 2020

Spring: late October 2020

### COURSE SELECTION:

Fall/full year: late April 2020

Spring: late October 2020

### ACCOMMODATION APPLICATION:

Fall semester: late May

Spring semester: mid - November



# INTERNATIONAL SUMMER UNIVERSITY

The International Summer University Program (ISUP) is research-based and designed to meet the lifelong learning and leadership development needs of the students. Every year, around 2000 students representing more than 60 different nationalities join us for 6 intensive weeks. It is an international summer experience!

## COURSES

ISUP offers approximately 50 English taught courses carried out by international and local faculty members.

Three or 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 7.5 ECTS courses (15 ECTS in total). This is equal to half a semester's full course load at CBS.

More information on ISUP course offer 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 Coordinator at [summer@cbs.dk](mailto:summer@cbs.dk) by the deadline.

## 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:

- Updated university transcript
- Copy of passport (photo page only)

## ISUP 2020 (JUNE - AUGUST)

### ARRIVAL DATE:

19 June

### WELCOME DAY:

20 June

### PROGRAM START:

22 June

### CLASSES START:

23 June

### EXAMS:

Home assignments: 23/24 June - 24 July

NB: Exams will start on the first teaching day and will run in parallel with the course

4 hour written exam: 27 - 31 July

### RETAKE EXAMS:

1st retake: week 40/41

2nd retake: week 48

### DEADLINES:

Nomination deadline: 19 February 2020

Application and course selection: 20 February - 19 March (midnight)

Accommodation application: Mid-April via online application. Precise dates will be announced via email and online at: [cbs.dk/housing](https://cbs.dk/housing)

## VISA REQUIREMENTS

Students may need to apply for a short term Schengen visa depending on their nationality. Students should visit the website of their local Danish consulate for more information.

# CBS INTERNATIONAL OFFICE

6

**ADDRESS:** Porcelaenshaven 18A,  
DK-2000 Frederiksberg

**PHONE:** +45 3815 3006 (Reception)  
**EMAIL:** [rec.intoff@cbs.dk](mailto:rec.intoff@cbs.dk)

**ERASMUS CODE:** DK KOBENHA05  
**PIC CODE:** 998706666

## MANAGEMENT

### MR. NIELS HENRIK LARSEN

Director of International Programs  
[nhl.intoff@cbs.dk](mailto:nhl.intoff@cbs.dk)  
Cell: +45 2174 6905

## OUTBOUND & CONTRACT MANAGEMENT

### MR. SCOTT LEWIS

Team Leader & International Program  
Manager  
[sl.intoff@cbs.dk](mailto:sl.intoff@cbs.dk)  
Ireland, United Kingdom and USA

### MS. METTE KLOCH

International Program Manager  
[mk.intoff@cbs.dk](mailto:mk.intoff@cbs.dk)  
Canada, Czech Republic, Estonia, Hungary,  
Lithuania, Poland and Russia

### MR. ANDERS FOLKMANN

International Program Manager  
[af.intoff@cbs.dk](mailto:af.intoff@cbs.dk)  
China, Hong Kong, Malaysia, Singapore,  
Taiwan, Latin America and Spain

### MS. LOUISE HOFF BYRNAK

International Program Manager  
[lhc.intoff@cbs.dk](mailto:lhc.intoff@cbs.dk)  
Australia, Austria, Germany, India,  
Indonesia, Japan, New Zealand, the  
Philippines, South Korea, Switzerland and  
Thailand

### MR. JESPER HOEGH MADSEN

Erasmus Coordinator & International  
Program Manager  
[jhm.intoff@cbs.dk](mailto:jhm.intoff@cbs.dk)  
Belgium, France, Greece, Israel, Italy,  
Morocco, the Netherlands, Portugal, South  
Africa and Turkey

### MS. BERIT BALLEBYE OKHOLM

Erasmus Assistant & International Program  
Coordinator  
[bbo.intoff@cbs.dk](mailto:bbo.intoff@cbs.dk)  
Finland, Iceland, Norway and Sweden

## INBOUND

### MS. ANETTE HOVE COX

Team Leader & International Program  
Manager  
[ahc.intoff@cbs.dk](mailto:ahc.intoff@cbs.dk)  
Academic Advisor - undergraduate  
students

### MS. LOTTE VESTERLUND HANSEN

International Program Manager  
[lvf.intoff@cbs.dk](mailto:lvf.intoff@cbs.dk)  
Academic Advisor - undergraduate  
students

### MS. CATHERINE LAYOLLE

International Program Manager  
[clb.intoff@cbs.dk](mailto:clb.intoff@cbs.dk)  
Academic Advisor - graduate students

## DOUBLE DEGREE & CEMS

### MS. RENE BARSEGHIAN

Team Leader, Program & Corporate  
Relations Manager  
[cems@cbs.dk](mailto:cems@cbs.dk) or [doubledegree@cbs.dk](mailto:doubledegree@cbs.dk)

### MS. Wafa EL MOUMI NIELSEN

Program Manager  
[cems@cbs.dk](mailto:cems@cbs.dk) or [doubledegree@cbs.dk](mailto:doubledegree@cbs.dk)

## ISUP

### ASSOC. PROF. SVEN BISLEV

Academic Director  
[sb.msc@cbs.dk](mailto:sb.msc@cbs.dk)  
Academic ISUP questions

### MR. TAM THIEN NGUYEN

Administrative Officer  
[ttn.intoff@cbs.dk](mailto:ttn.intoff@cbs.dk)  
Administrative ISUP questions & partner  
university contact

### GENERAL ISUP INQUIRIES

General inquiries, nominations and  
application questions to: [summer@cbs.dk](mailto:summer@cbs.dk)

## HOUSING

### MS. JESS GRELL MALTEN

Housing Coordinator  
[housing.intoff@cbs.dk](mailto:housing.intoff@cbs.dk)

### MS. DORTE BRIX

Housing Assistant  
[housing.intoff@cbs.dk](mailto:housing.intoff@cbs.dk)