



A COPENHAGEN SURVIVAL GUIDE

PRACTICAL INFORMATION

FOR EXCHANGE AND GUEST STUDENTS AT
COPENHAGEN BUSINESS SCHOOL

ACADEMIC YEAR 2011 – 2012



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WELCOME

Dear students,

Congratulations on having been chosen to go abroad by your home university and thank you for taking up the challenge to experience something new in a new country far from home. We look forward to welcoming you at CBS, Copenhagen Business School, and to Copenhagen.

You will soon be starting a new educational experience, and we hope that this booklet will guide you through some of the practical aspects of your stay in Denmark.

Best regards,

The staff at the International Office

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ABOUT CBS

Copenhagen Business School has around 16,000 students and an annual intake of around 1,200 exchange students and almost 400 international students for the International Summer University Program. With this number of students as well as around 530 full-time researchers and around 990 administrative employees, CBS is one of the three largest business schools in Northern Europe.

CBS is EQUIS and AMBA accredited, and we are members of:



In 2009 CBS was ranked number three in the world after Harvard and London Business Schools by Eduniversal, which is part of the French consultancy SMBG and ranks the world's 1,000 best business schools every year.

COMMUNICATING WITH THE INTERNATIONAL OFFICE

The staff at the International Office takes care of both in- and outbound students.

The inbound group is dedicated to helping incoming international students from start to end, be it of an academic or personal nature.



It is essential for our ability to give you the best possible service that you use your full name as written in your passport **in all communication with us. Not your nickname.** Otherwise, it costs us valuable time to find you. State your question clearly and **write to only one of us at a time.** To involve more than one of us in the same question is time consuming for all of us.

Please also make sure to check our website for any updates of information for exchange students:
www.cbs.dk/exchange.



ACADEMIC CALENDAR

Fall Semester 2011 Exchange Program

Early May, 2011	The link to the online registration flow will be sent to the students
May 17, 2011	Deadline for online registration and Course Choices
End-July, 2011	You will receive information about your Danish buddy (sent to your CBS e-mail address only).
August 2 (at the latest), 2011	Fill out the on-line form concerning the arrival date, hour, flight number etc. at www.cbs.dk/exchange under "Buddy Program"
August 12, 2011	First possible date to move into CBS Residences
August 15-19, 2011	Danish Culture Week / Danish Crash Course
August 21, 2011	Last acceptable date for arrival at CBS for the fall semester.
August 22-26, 2011	Introduction Week Program (mandatory)
August 29, 2011	Semester starts, however, some courses may start during the Danish Culture Week or Introduction week
October 17-23 "week 42", 2011	Fall Holiday. It can be the case that "week 42" is class-free for some courses. However, some programs do have classes during that week, so check your personal schedule!
Mid-November through December 23, 2011	Final exams
December 23, 2011	Last official day of the semester. Do not book your return ticket until the exam dates have been announced (by end October)
December 30, 2011	Last day to move out of CBS residences

Arrivals later than the first day of the mandatory introduction program week will not be accepted. We know from experience that many late arrivals run into difficulties making the necessary academic adjustments.

Spring Semester 2012 Exchange Program

November, 2011	On-line application for accommodation opens. The exact date will be specified online at www.cbs.dk/housing .
November 1, 2011	Application deadline for the spring semester at the CBS International Office
November 15, 2011	Course Choice deadline
End-December, 2011	You will receive information about your Danish buddy (sent to your CBS e-mail address only).
January 3 (at the latest), 2012	Fill out the on-line form concerning the arrival date, hour, flight number etc. at www.cbs.dk/exchange under "Buddy Program"
January 16-20, 2012	Danish Culture Week / Danish Crash Course
January 22, 2012	Last acceptable date for arrival at CBS for the spring semester

January 23-27, 2012	Introduction Week Program (mandatory)
January 30, 2012	Semester starts, however, some courses may start during the Introduction week.
April 5-9, 2012	Easter vacation
May 20, 2012	Day of Repentance and Prayer (Public Holiday)
May 17, 2012	Ascension Day (Public Holiday)
May 28, 2012	Whit Monday (Public Holiday)
Mid-May through end of June, 2012	Final exams
June 18, 2012	Last official day of the semester. <u>Do not book</u> your return ticket until the exam dates have been announced (by end April).

NOMINATED

RESIDENCE PERMIT

Who needs a residence permit?

Apart from citizens from the Nordic countries, everyone staying in Denmark for more than three months needs to have a residence permit.

- **EU/EEA or Swiss citizens:** Students from the Nordic countries do not need a residence permit. EU nationals and citizens of Switzerland and Liechtenstein only need a residence permit if their stay exceeds three months. **The permit must be obtained upon arrival in Denmark**, which you will receive more information on upon arrival to Copenhagen.
- **Non-EU/EEA citizens** staying in Denmark for more than three months must fill in the enclosed application form (ST1 Form) in order to apply for a residence permit. The form is to be sent to the nearest Danish embassy, consulate general or consulate. In certain countries, another Schengen country will handle visa applications on behalf of Denmark. Detailed information on application procedures can be found on: www.newtodenmark.dk

Non EU/EEA citizens must pay a processing fee (currently DKK 1600) to the Danish Immigration Service when they apply for residence permit. For more information visit: www.nyidanmark.dk/en-us/coming_to_dk/fee.htm

Please be aware that part of the amount you pay in a bank transaction goes to your bank or credit card as a transaction fee. This is a common procedure, and it is therefore up to you to ensure that you transfer the full amount to the Danish Immigration Service as well as pay any transaction fees. If you submit your application to a diplomatic mission (embassy or consulate general) you will normally also have to pay a fee. The fee can vary in price. The Immigration Service recommends that you check the fee on the website of the diplomatic mission before submitting your application.

The processing of your application is up to **60 days** after the Danish Immigration Service has

registered **receipt of the full application fee** and has received a **complete application** from you, **so do not hesitate; apply for your residence permit immediately to make sure that you will receive your residence permit in due time before your departure to Denmark.**

- **All students** should check that the exchange period stated on the acceptance letter as well as the ST1 form (non-EU nationals) correspond and are correct. If you are a full year student, the full period of study should then be stated. If there are any problems with birth dates or the exchange period, please contact the International Office immediately so we can send you a new copy of the documents.

The website of the Ministry of Foreign Affairs of Denmark contains all relevant information on Danish embassies, consulates general and consulates abroad. Please check www.um.dk/en

INFORMATION PACKET

Once you have been nominated by your home university and accepted by us you will receive the following:

- CBS Acceptance Letter
- Application Form for Residence and Work Permit for Students (ST1-Form). This form is included in packages sent only to non-Europeans and to European students from outside the Nordic countries and the EU/EEA.
- Your CBS e-mail account
- Information on how to choose courses at CBS
- Information about the Danish Culture Week

CBS E-MAIL ADDRESS

You will receive your CBS e-mail address with the information packet which will be sent to you after you have been nominated. We use this e-mail address for all communication prior to your arrival and for communication of very important information during the semester. Therefore it is pivotal that you check your CBS e-mail account and make sure that it is active.

For your own convenience you can forward your CBS e-mail to your own Gmail or Hotmail. However, please check your CBS account weekly to delete messages and empty the trash so your account does not go over quota. When it is over quota, no messages are forwarded and you will miss important information from CBS.

There are a number of guides available through the IT page on E-campus. You can find guides on how to set up your e-mail account on your laptop or Smartphone, or how to change your password.

<https://e-campus.dk/it/vejledninger>

PASSPORT

Do not forget to bring your passport. Although, in principle, EU citizens should be able to travel without a passport within the Schengen agreement, only using their national id, new EU regulations came into force in



mid-October 2005. According to these regulations, flight passengers going from one country to another are required to show their passport at various check-points before entering the aircraft.

Please make sure that your passport is valid for the period of your exchange plus an additional five-six months. If your passport is new, make sure you have signed it. This may sound obvious, but important, so do not leave things until the last minute.

Students with dual citizenship are strongly advised to bring both valid passports.

REGISTRATION

APPLICATION

In the following you will find information about the steps that you will be going through in order to register at CBS, but note that student applying for the fall semester will receive an information packet in April with more thorough instructions. Students applying for the spring semester will receive an information packet during the fall.

You will need to submit some documents to us, as well as inform us about your choice of courses, and you will get the opportunity to apply for housing in one of our student dorms. You must upload the documents as part of an online registration process. So, if you want to prepare for your exchange already now, you could start by making sure you have all the necessary documents in a scanned version, ready to be uploaded.

The deadline for registering is May 17th for the spring semester for students applying for the fall semester. You must register for courses online at the same time as well, so the deadline for signing up for courses is also May 17th.

Students applying for the spring semester will receive more information on registration later on.

Please note that you should submit the following to the International Office:

CV/resume in English

1 passport-sized photo (35x45 mm – no hat, no sunglasses and no family photos)

Copy of your most recent transcript (grades)

Proof of your proficiency in English if this is not your mother tongue.

Scores from one of the following English proficiency test scores are required:

1. TOEFL: 577 (PBT) or 91 (iBT) (for the internship course 600 (PBT) or 100 (iBT))
2. CPE (Certificate of Proficiency in English) (Level C2)
3. CAE (Certificate in Advanced English) (Level C1)
4. IELTS: 6.5 or above

You can find more information about the language requirements at www.cbs.dk/app

COURSES

We expect the course catalogue for the fall 2011 to be ready online by early May. Until then, you can be inspired by looking at the present course catalogues (fall 2010):



www.cbs.dk/undergrad
www.cbs.dk/grad

There are always changes to the course catalogues from year to year, but we expect the majority of the courses to be repeated.

After submitting your course choices online in May it is not possible for you to change your selection online. However you will have the chance to change your course selection during August.

Required full workload is 30 ECTS per semester: four 7.5 ECTS credit courses or two 7.5 credit courses plus one 15 ECTS credit course.

Students applying for the spring semester should expect the course catalogue for the spring 2012 to be ready during the fall 2011.

GRANTS & SCHOLARSHIPS

Unfortunately, CBS has no scholarships to offer to exchange students.

However, you can apply for grants and scholarships via the **Danish Agency for International Education**. The Danish Agency for International Education is an authority within the Danish Ministry of Science, Technology and Innovation responsible for supporting the internationalization of education and training in Denmark.

Denmark offers scholarships for both long-term study periods and summer languages courses to foreign students. Please read the guidelines on procedures and conditions for applying carefully. In many cases, application should be made through the relevant national authority in your home country or your home institution.

For further information, please go to www.studyindenmark.dk

Students, who are studying in a European country participating in Erasmus program, may apply for special exchange and mobility grants at the institution in the home country.

HOUSING

Copenhagen Business School does not have a campus as such. This means that the halls of residence are not connected to the university where students live. The majority of Danish students live in private flats or in one of the student dorms in the Greater Copenhagen area.

To accommodate international students coming to CBS, we use a variety of accommodation forms. First of all, we have a number of residence halls, but these are not necessarily located in the vicinity of the school. Secondly, there are a few smaller residences at different locations in the city. Finally, in the fall semesters only, we can offer the option of private housing (please note that this is generally not a home stay, and the student is treated as an independent adult).



The accommodation application process is on-line and your room allocation and contract will be automatically generated. In order to apply for housing, you must first have received your CBS registration and your CBS e-mail address.

Further information about the on-line application and allocation process can be found in the CBS Housing Student Manual on our website

http://cbs.dk/cbs_international/accommodation/exchange_students/menu/application_deadlines

There you will also find information about the different types of accommodation on offer as well as maps, practical information, deadlines, prices, payment procedures and information about the on-line application process.

Also try the interactive map in English to find out where CBS student residences are located in Copenhagen: http://uk.cbs.dk/cbs_international/accommodation/exchange_students/menu/maps_directions.

If you have any questions, please do not hesitate to contact our Housing Department at housing@cbs.dk. Please be patient! With over 700 students per semester, it might take some time to get an answer.

INSURANCE

Health Insurance

All residents in Denmark are entitled to free emergency treatment.

Students registered at the local Civil Registration Office in Denmark are automatically covered by Denmark's health insurance scheme which entitles you to free medical consultation from a general practitioner (GP), medical consultation from specialists on referral from a GP, subsidies for medicine and free hospitalization among other things. Note, however, that you are not covered until you have registered with the Civil Registration Office/Borgerservice and received your CPR number and health insurance card. It may take two weeks or more from the day you register until you receive your health insurance card.

You are therefore strongly advised to take out a temporary health insurance to cover any incidental medical bills in the period before the health card arrives.

EU and EEA students should bring the European Health Insurance Card from their local health insurance office. This card is proof that you are entitled to health insurance at home, and entitles you to free medical care in Denmark until you get your health insurance card.

Please note that the ordinary health insurance does not cover expenses connected to home transport in the case of for example severe illness. We would therefore advise you to consider taking out a private insurance. Some insurance companies extend their coverage to other countries, so contact your current insurance company in the first instance for further information.

Please note that ordinary health insurance does not cover dental work. In Denmark it can be quite expensive to go to the dentist so please remember to ask for the price before agreeing to any extra procedures.

Other insurance

You may also want to take out additional insurance to cover liability and personal belongings during your semester in Copenhagen. CBS cannot cover any losses which may occur.



We strongly recommend that you take out adequate insurance while studying here.

1. Third-party liability insurance ('ansvarsforsikring') – covering expenses if you have to pay compensation to another person.
2. Accident insurance ('ulykkesforsikring') – covering the financial consequences of an accident
3. Home insurance ('indboforsikring') – for your personal belongings.
4. Car insurance ('bilforsikring') – If you bring a car with you, please make sure it is properly insured.

ARRIVING

INTRODUCTION WEEK

Danish Culture Week and Introduction Week

Every semester, all international students have the option of attending the Danish Culture Week (and the Danish Crash Course as part of it). It is a week of learning the language of the country where you will be living for the next six months and having fun getting to know some of your fellow students.

Participation in the Introduction Week that follows the Danish Culture Week is **compulsory**. During the week you will get an introduction to the Danes, the Danish culture, Copenhagen, and to the unique CBS academic experience. You can read more about these programs on www.cbs.dk/exchange.

The Buddy System

CBS has a Buddy system which means that each of you will be assigned a CBS student as buddy to help you through the first few weeks in your new surroundings. The buddy will also meet you at the train station or airport when you arrive and accompany you to the address where you are going to live during your stay with us. However, it will only be possible for your buddy to assist you if you inform us as soon as possible when and where you will arrive, the number of your plane or train and the time of your arrival. You should fill out the on-line form concerning arrival information at www.cbs.dk/exchange under "Buddy Program".

Consequently, if we do not receive any information from you about your travel arrangements, there will be no one to meet you at the train station or airport and you will have to find your lodgings yourself.

Buddies are CBS students who have volunteered to help one or more of our international students. They will often hold jobs in addition to being full-time students, so please understand that they might have to limit the number of hours they can use on being a buddy.

CPR NUMBER

CPR number is your Civil Registration Number. It is used in all aspects of life in Denmark, such as when in contact with the health authorities, libraries, banks, etc. It is absolutely necessary to get it! You have to apply for it in Denmark once you have your residence permit. You will get more information about the CPR number upon arrival.

MOBILE PHONE

You will find it almost impossible to do without a cell phone while in Denmark. It is a great way to keep in touch with your new friends.



If you have brought a phone, it has to be SIM-unlocked and should work with GSM 900 and 1800/triband networks in order to be used here.

Copenhagen has a lot of different companies that offer great deals, where you can buy more minutes online with international credit cards. This is the option that most Danish students choose.

You may also want to buy a new (SIM-unlocked) phone in Denmark, and then get the same kind of deal as mentioned above. You can get a new phone from around 600 DKK.

Students staying here for more than 6 months may want to get a subscription. A subscription is for a minimum of 6 months, and you need a Danish CPR number in order to sign up for one

For a thorough explanation of your options, please go to one of the many mobile phone shops in Copenhagen. The closest one to CBS is located on the first floor in the Frederiksberg shopping centre by Solbjerg Plads Campus.

We often have sponsors giving our exchange students SIM cards and some call credits on the telephone account. Students get them upon arrival together with a welcome package in their pigeonholes. However, we **cannot guarantee** that sponsored SIM cards will be available every year.

BANKS & CREDIT CARDS

Ask your bank which options you have for withdrawing money while you live and travel abroad. Inquire about fees associated with withdrawal because charges can vary greatly from bank to bank.

You will find that most major credit cards are honored in Denmark, and that you will be able to use credit cards for payment in restaurants, cafes and in most shops. However, few supermarkets do not accept foreign credit cards. Most supermarkets add 3% to the purchase price if you use foreign credit cards so it would be a good idea to bring some Danish kroner for immediate expenses.

If you plan to use traveler's checks please remember that every time you exchange money the bank charges DKK 60 in commission if you cash one or two checks at any one time. If you cash three or more checks DKK 30 commission is added per check.

For European students, it is possible to have your own postal giro account at home and use it via post checks here in Denmark. The procedure is fairly straightforward in as much as you can go to any post office and obtain Danish kroner by using the check, and the money will be withdrawn from your home account. Money orders made out in Danish kroner can be dispatched and received from most post offices in Denmark.

In Denmark, as in many other countries, it is not a good idea to carry large sums of money. Therefore, it is natural to open a bank account. In order to open a bank account in a Danish bank, you need to have a CPR number.

Cash Machines / ATM are found outside all banks as well as in shopping centers. An ATM is also located in one of the CBS buildings (Solberg Plads).

You can open a Danish bank account while in Denmark (and if you are lucky enough to be one of the few students granted a scholarship, then you will be required to have a Danish bank account to receive you scholarship installments), but you have to have a Danish Civil Registration Number (CPR) before you can withdraw money from it.



WHAT TO BRING?

For staying in Denmark during both spring and fall semesters you should bring the whole specter of clothes. Bring heavy boots, scarves, gloves and warm clothes for the cold months like November, December, January, February and March. Bring light spring and summer clothes and a cardigan for the rest of the year and **most importantly be prepared for rain all year round**. See also the section "Weather".

In Denmark, the electric current is 220 volts AC (50 Hz). If you live in a country with an electric current that is different, bring a converter for hair dryers, shavers, etc. You might also need a two-pin adapter for the socket.

Students have recommended that North American students should be told **not** to bring electrical hairdryers, shavers, etc. A hairdryer can cheaply be bought for as little as DKK 200. This may be cheaper than the price of a converter.

Bring a bike and/or some biking equipment if you plan to buy a bicycle in Denmark, as the main form of transport for students in Copenhagen is a bike.

Take also your laptop with you. You may also consider taking a printer which can be of use in some exams.

Other useful things:

- Extra photographs for your bus/train/metro pass, etc. (passport size)
- Phone, fax numbers and e-mail addresses for relevant contact persons at your home university.
- A pocket calculator
- A travel alarm clock

LIFE AT CBS

HEALTH & MEDICATION

Usually, no special immunizations are required or recommended before entry into Denmark.

As mentioned in the previous section, most health insurance services and hospitalization is free of charge in Denmark.

Prescriptions from other countries are not accepted in Denmark, although occasionally a Danish doctor can rewrite them. Also, brand names frequently vary from country to country.

However, if you require medication, bring an adequate amount for the semester with you and be sure to **bring a statement from the doctor that issued the prescription** - both for the authorities upon entry into Denmark and in case you need to go to a doctor in Denmark to get a similar prescription here.

BUDGET

Currency

The Danish currency is the "krone" (crown); 1 "krone" equals 100 "øre". A "krone" is abbreviated "kr." or "DKK".

As of March 2011, 1 EURO is 7.4 DKK.



Exchange rates can be found on the Internet at the following address, where you can also find a convenient program for the conversion of currency: www.oanda.com or www.xe.net.

Price estimations

Naturally your expenses while in Copenhagen will depend on your living situation and your own spending habits. Since it is difficult to know what those are, we can only give you a general idea of some of the costs you will encounter in Denmark.

Expenditures per month	DKK
Food	2000
Books & supplies (total for a semester)	3000
Transport	300-600
Other personal expenses	2000

Housing: Prices for fall 2011 and spring 2012 are not yet available. Please check our website www.cbs.dk/housing for prices for 2011/2012.

Other miscellaneous costs in Copenhagen that may be of interest:

Other expenditures	DKK
Used bike	500-1000
Cinema ticket	80
Dining out (not extravagantly)	150-200
Entrance to Disco	0-100
Soda or beer in a pub	30-50
Soda or beer at the supermarket	5-10
Cappuccino or Latté	30-40

(Prices as of March 2011)

Food

A hot meal in the CBS cafeteria costs approx. DKK 30-40. If you plan to eat out in restaurants, you should plan on spending much more on food than DKK 2000 a month.

Books/supplies

The cost depends of course on the subject but most foreign students are shocked at the price of books in Denmark. A book can cost anywhere between DKK 100 and 2000. Check www.slbooks.dk for more information.

However, you should always check to see whether the book is available in the CBS Library.

Also, you can save a great deal of money by buying second hand books from other students. Check the notice boards at CBS for good offers or check the section "Buy, sell & rent" on www.e-campus.dk.

Tipping is only customary in Denmark when service has been particularly good. Taxi fares and restaurant bills include service charges and therefore you are usually not expected to add extra to that.

WORK

Work Permit

If you are a Nordic, EU/EEA or Swiss citizen, there are no restrictions to the number of hours you can work in Denmark while you study. **Students from the Scandinavian countries** do not need a work permit for normal student jobs.

Students from EU member states as well as Switzerland must apply for a work permit, which can be done when applying for a registration certificate. For more information please see www.workindenmark.dk/.

Students from all other countries can only undertake paid employment if they have a work permit. As a general rule, application for a work permit must be submitted to the Danish Embassy or Consulate General in your home country before leaving for Denmark. Some embassies cannot issue a work permit, which means that you will need to apply for the upon arrival in Denmark.

Please note that chances of finding employment are very slim, which is why you should not base your semester's finances on the chance of obtaining paid employment - neither full-time nor part-time.

However, you may apply for a work permit for up to 15 hours of employment per week during the term and full time during the summer holidays (June, July and August). For more information please see www.workindenmark.dk/.

Taxation

According to our tax treaties, foreign students are not taxed in Denmark on income for personal work performed in Denmark, when the income is necessary for the subsistence of the students. However if you are staying for more than six months you will be fully liable for Danish Taxation. For more information please see www.skat.dk/getFile.aspx?id=52797.

For the income year 2011 the Danish tax authorities have fixed the amount necessary for the subsistence of a student to DKK 71,000. This amount can thus be earned by foreign students without taxation in Denmark.

You can contact local tax authorities in Denmark concerning this matter. You will find addresses and telephone numbers on www.skat.dk.

Traineeships

AIESEC is the world's largest student organization and is present at more than 1,700 universities in over 107 countries and territories. One of their core activities is international traineeship exchange. See their website for further information: www.aiesec.dk/

The CBS Jobforum offers vacant traineeships at www.e-campus.dk/jobs. In Denmark the tradition for internships is not as widespread as in other countries, and the vacant positions are therefore harder to get a hold of especially for non-Danish speakers.

Job Vacancies

Chances of finding employment are very slim if you do not speak Danish. Therefore you should not base your semester's finances on the chance of obtaining paid employment.

However, some international students do manage to find work.

Take a look at www.workindenmark.dk – a meeting place for foreign job seekers and Danish employers.

At the CBS Jobforum you will find vacant positions for students, graduates and volunteer work: www.e-campus.dk/jobs. Be aware that most jobs in these categories require Danish skills.



Give yourself an extra advantage – visit the Language Center's website and break the language barrier!
www.cbs.dk/forskning/institutter_centre/institutter/lancen/menu/sprogkurser/menu/danish_as_a_second_language

Career Fairs

Each year, CBS Career Center organizes two career fairs:

- **CBS Partner Career Fair** takes place in February where CBS' Corporate Partners meet with the students at Solberg Plads. This is the perfect opportunity for you to meet and network with some large and very interesting businesses and discuss graduate programs, job opportunities, career development, expectations and requirements.
- **Enlighten Your Career** takes place in October. Here you have the opportunity to meet and network with businesses of all sizes from a variety of industries. This is your opportunity to get your network off to a good start and enlighten your future career.

Visit e-campus.dk/career for more information about the career fairs and other career related events.

SICEF is the leading career fair in Scandinavia. A number of international companies are present at the fair. For further information, visit their web site at www.sicef.dk/.

IT FACILITIES

Computers

The computer is an integral part of studying at CBS, and students can use the school's facilities in well-equipped user rooms and in large information technology service centers. Student instructors from CBS work in the centers and are available to help users with various computer related problems.

Sometimes it is necessary to make a reservation for using a computer, and there may be restrictions, but generally you will not experience great problems in finding a PC to use. The computers at CBS have all of the Microsoft office programs installed (in English, of course).

The computer facilities are primarily used for the production of papers and for group work. It is possible to work with modern multimedia, language and information technology, and not least to use free Internet access to find information for project reports, etc.

Please have a look at www.e-campus.dk under "IT" for detailed information about IT facilities at CBS, the wireless connection and much more.

Laptops

If you have your own laptop, it would be well worth bringing it. CBS residence halls have web connections but please remember to bring a cable since it is not provided.

Printers

For some of the written exams, it is allowed to bring your own laptop, but in these cases, you would also need a personal printer.

Databases

As a student at CBS you have access to a number of academic journals and databases. You can find more information at <https://e-campus.dk/bibliotek>.



Dictionaries

You will have access to online dictionaries through the library, but we advise you to bring translation dictionaries as they may be used during exams.

IT Advisors

If you are experiencing problems with any of the IT systems while at CBS you can always go to the IT advisors. You can reach them at help.student@cbs.dk or go to their office at the main library at Solbjerg Plads.

POST AND PARCEL

If you need to have something sent to Denmark prior to your arrival, you can have your packages sent to the International Office.

Such packages should be addressed:

Your name (please make sure that your name is clearly stated)
 C/o Copenhagen Business School
 The International Office
 Dalgas Have 15, 2V
 2000 Frederiksberg
 Denmark

When you have arrived, you can come to the office in order to pick it up. You should bring some kind of photo ID with you.


When you have settled in you can receive packages and parcels through the post office. It will be delivered at your student residence and if you are not there to pick it up, you will receive a note (a "Post til Afhentning" slip) with information on where the package can be picked up. Please note that the post office will store your package for two weeks and then return it to the sender.

Letters and postcards can be sent to your address and will be delivered in your mailbox.

In case of emergency where you need to have something sent via courier and a signature is required when the package is delivered, we can receive it for you at the International Office.

DISABILITIES

There is wheelchair access to all CBS buildings. We also have rooms at residence halls with wheelchair access. Should you require such a room, please state so in your on-line application for accommodation.

For wheelchair access to museums, hotels, etc. please go to this link: www.visitdenmark.dk. Click on . You will find the information you are looking for under Inspiration → Disabled.

If you have learning disabilities and you normally get extra time at exams you need to contact us and we will help you apply for a dispensation. We need this information at the start of the semester since there will be some processing time for applying for the dispensation.

Visually impaired students that need specific aids in order to complete their courses, such as certain software programs used to enlarge the letters in the reading materials, must bring those aids to CBS from their home universities as, unfortunately, CBS cannot provide the student with such aids.

CBS SPORTS

CBS Sport is an open sports association at CBS. In CBS Sport you can practice your favorite sport with your fellow students, employees at CBS and others who want to be part of the organization.

Currently there are badminton, basketball, cricket, floorball, football, handball, horseback riding, rugby, running, ski, tennis, volleyball teams at CBS. These are for both men and women alike. For information on prices, addresses and on how to join, please go to www.cbssport.dk/.

STUDENTS ASSOCIATIONS

Joining one of the many student organizations in CBS is a great way to meet new friends. There are many different types of organizations, ranging from religious associations to groups focusing on a particular academic topic. Please have a look at www.e-campus.dk under the heading "Cybercampus", then select Organizations & Associations.

You might be interested in contacting one or more of the following associations:

CBS Students

CBS Students is CBS's student organization consisting of four main committees: Network, Business, Politics and International. The organization is open to all students at CBS and welcomes international students to join. For additional information check www.cbsstudents.dk

CBS International Choir

A choir for both men and women: www.choir.cbs.dk.

AECEE

European students' organization focusing on cultural exchange: www.aegee-kbh.dk/

Well

Well is a non-profit student organization that promotes corporate social responsibility: www.wellweb.org/.

LIFE IN CPH

FACTS ABOUT DENMARK



Denmark lies between 54° and 58° of latitude north and 8° and 15° of longitude east. It is situated in northern Europe, between the North Sea and the Baltic Sea and between Continental Europe and the Scandinavian Peninsula. In addition to Denmark itself, the kingdom also includes the Faroe Islands and Greenland. The country is made up of over 400 islands, connected by numerous bridges and ferries giving a total coastline of 7,300 km. When in Denmark, you are never more than 52 km from the sea. Denmark is well-known for its flat, but beautiful nature.

Some facts about Denmark:

Population	5.511.451 (2011)
Area	43.098 square kilometers
Population density	126,4 pr. square kilometer
Geographic region	Scandinavia
Gross domestic product	DKK 1.658 billion (2009)
GDP pr. inhabitant	300.241 DKK (2009)
Capital	Copenhagen 1.167.569 (2011)
Other major cities	Aarhus 237.551, Odense 158.163, Aalborg 100.873 (2011)
Form of state	Constitutional monarchy
Government	Coalition of the Liberals and the Conservatives, headed by the Liberals
Head of state	Queen Margrethe II (since 14 January 1972)
Head of government	Lars Locke Rasmussen (since 5. April 2009)
Ethnic distribution	90.9% Danes. Immigrants and their descendants constitute about 9.1 per cent of the population.(2009)

Life expectancy	Women 80,5 years, men 76,0 (2009)
Language	Danish (most Danes understand and speak English)
Religion	90% Protestant
Member of	UN, OECD, EU, NATO, Schengen, OSCE, IMF, WTO and others
Flag	Red with a white cross
Great Danes – past	Søren Kierkegaard, Hans Christian Ørsted, Karen Blixen, Niels Bohr, August Bournonville, Hans Christian Andersen, Carl Nielsen, Georg Jensen, Jørn Utzon and Arne Jacobsen
Great Danes – present	Isabell Kristensen, Thomas Vinterberg, Lars von Trier, The Laudrup brothers, Connie Nielsen and Viggo Mortensen
Historical facts	About Copenhagen: There is evidence that Copenhagen existed as a settlement more than 6,000 years ago but the first written record did not appear until 1043. At that time Copenhagen (then simply called Havn or Harbour) was little more than a small group of wattle and daub huts, but gradually it began to grow in significance because of the rich fishing possibilities in Øresund (herring) and its en route position between the royal seat in Roskilde – west of Copenhagen – and the religious centre of the Cathedral of Lund in southern Sweden, at that time also part of Denmark. The city father is said to be Bishop Absalon (1128-1201). By the time of his death, the warrior bishop had transformed Havn into a vital military post whose stone fortress served as a base for the destruction of the Wendish pirates.
Education	<p>The Danish educational system is made up of a primary and lower secondary comprehensive school, various upper secondary and vocational education courses and a wide range of higher educational programs, as well as adult and open education.</p> <p>Education is compulsory for nine years from the age of 6 or 7 to 15 years. Most children also attend a voluntary pre-school class. Having finished their compulsory basic education, pupils may either attend the voluntary tenth form of the “Folkeskole” or continue their education at upper secondary level.</p> <p>General upper secondary education comprises the three-year general upper secondary courses at the “Gymnasium” (upper secondary school), the two-year higher preparatory examination course (HF), as well as two- or three-year adult upper secondary level courses. These are all academically oriented courses qualifying students for higher education.</p>
University Sector	<p>Offers both undergraduate and post-graduate courses up to the highest academic level, including doctorates. All teaching at these institutions must be research-based: this is a fundamental principle for all universities in order to ensure high standards in all programs.</p> <p>A university course normally consists of a three-year Bachelor’s degree course, followed by a two-year course leading to a Master’s degree (the “kandidatgrad”). The Danish Bachelor’s degree is considered to be at the same academic level as the Bachelor’s degree in most English-speaking countries. Most students are around 20 years old when they begin their</p>

higher education.

Three years of supervised postgraduate studies after the Master's degree lead to a Ph.D. degree.

Language of instruction: Although the main language of instruction is Danish, Copenhagen Business School offers a wide variety of degree programs in English at both Bachelor and Master's level. For full updated information on the various programs, please go to our website: www.cbs.dk.

Industries	Food processing, machinery and equipment, textiles and clothing, chemical products, electronics, construction, furniture and other wood products, windmills
Internet country code	.dk
Landscape	The Danish countryside is rather flat. The highest natural surface point (Møllehøj) is 170.86 meters above sea level and granite cliffs can be found only on the island of Bornholm. The countryside is characterized by agricultural land, with numerous cultivated areas, woods, forests and streams. About 65% of the country is agricultural, 11% is woodland and the rest - 23% - are towns, roads and lakes.
Monarchy	The Danish Monarchy is Europe's oldest. The first known members of the Danish Royal family, Gorm the Old and Tyra, are known to have lived in approximately the middle of the 10th century, and the Danish monarchy has continued in a direct line for more than 1,000 years without revolutions. Harald, also known as Harald Bluetooth, succeeded his father, Gorm, as king. The Danish monarchical line, stretching from Gorm the Old to the current reign of Queen Margrethe II, comprises 54 names.
Natural resources	Petroleum, natural gas, fish, salt, limestone, chalk, stone, gravel and sand.
Parliament	Denmark has a single chamber parliamentary system. Folketinget (the parliament) has 179 members, including 2 elected from the Faroe Islands and 2 from Greenland. Christiansborg Palace, in the city of Copenhagen, is the seat of the Parliament. Members are elected by popular vote on the basis of proportional representation. Direct, regular elections every fourth year (except at loss of majority). The voting age in Denmark is 18 years, and elections are decided by proportional representation with a 2 percent minimum. With a close to 90% turn-out, Denmark can boast high participation in parliamentary elections.
Telephone country code:	From most countries you dial 0045 though there are some exceptions, e.g. from the US you dial 011 45.
Time zone	CET (Central European Time)

SIGHTS TO SEE

Although Denmark is a tiny country there is plenty to see which is why we have gathered a few sights we think you should not miss seeing while you are here. If you have any other – maybe special things you would like to see, we will be happy to try to help you find them.



BORNHOLM The Island in the Baltic Sea and the only place in Denmark where you find granite. 1700-1400 million years ago Bornholm was part of a mountain range, and traces are still to be found.

Hammershus – now the largest castle ruins in northern Europe. Bornholm is famous for its smoked herring, its glassblowing and ceramic industries and for its round churches. There are also some good art museums.

ZEALAND

Frilandsmuseet Open air museum: One of the largest and oldest in the world. It houses more than 50 farms, mills and houses from the period 1650-1950. A good deal of every region in Denmark and the Faeroe Islands as well as the former Danish provinces of southern Sweden and northern Germany is represented.

Castles outside Copenhagen

Kronborg Castle This is the setting of Shakespeare's play "Hamlet". The castle was built between 1574-1585, to protect Danish interests and to collect tolls on ships passing through the narrow straits.

Fredensborg Castle Built as a hunting seat for King Frederik IV in 1719. It is the Danish Royal Family's spring and fall residence, and is often the site of important state visits and events in the Royal Family. It is the most used of the Royal Family's residences. The palace gardens are among Denmark's largest historical gardens, and are Denmark's finest example of a baroque garden. The area of the gardens closest to the palace is reserved for the Royal Family, but is usually open to the public in July.

Frederiksborg Castle Frederiksborg Castle was originally a manor house called Hillerødsholm. It belonged to a nobleman, Herluf Trolle, and his wife, Birgitte Gøye. In 1560 the King Frederik II acquired the manor and renamed it Frederiksborg.

Roskilde Roskilde dates back more than 1000 years. Here the Vikings established a trading post. In the medieval period Roskilde was one of the most important cities of northern Europe, the seat of the Danish crown and an Episcopal residence.

Roskilde Cathedral Since the early 15th century the Cathedral has been the favorite burial place of the Royal Family

The Viking Ship Museum The permanent exhibition of the museum shows 5 Viking ships from the 11th century. The ships were excavated and preserved during the period 1962-1969. Moreover, the exhibition tells about the Viking period, shipbuilding, underwater archaeology etc.
(Roskilde)

Lejre Research Centre Living past. Experience Denmark's past from the Stone Age till the 19th century Archaeology, Social anthropology, Crafts, Cultural history, Agriculture, Local history. Active sharing. The museum offers live demonstrations,
(near Roskilde)

Møns Klint The Cliffs of Møn with the white chalk cliffs which tower from the turquoise green sea are in their own league. The cliffs were formed by chalk bits from plants that fell to the bottom of a



tropical sea that covered northern Europe 75 million years ago. A truly spectacular view.

NORTH JUTLAND

Grenen (Skagen) The 2 seas Kattegat and Skagerrak meet at Grenen, the northernmost point of Denmark. Here the visitors can try the very special experience of standing with a foot in each sea. The special light caused by the reflection in the sea attracted artists to Skagen at the end of the 19th century.

Rebild Rebild is the name of a little village app. 25 km south of Aalborg. The Rebild National park is part of Himmerland consisting of hills covered with heather, purchased in 1911 by a group of Americans with Danish background. In 1912 the park was given to The State of Denmark as a present. The festival is arranged in Rebild every 4th of July in Rebild. The first Rebild Festival took place in 1912, when King Christian X spoke to a crowd of 10.000 listeners. With exception of the periods during First and Second World War, the day has been celebrated.

MID-JUTLAND Aarhus, Denmark's capital no. 2. Known for its great care of preserving Denmark's past as well as being a modern and vibrant university city, Aarhus is both old and young at heart, with a unique range of attractions.

Marselisborg Palace (Aarhus) One of the queen's summer residences. When the Queen and her family stay at the palace in the summer, there is a changing of the guard ceremony by the Royal Life Guard at noon. The Palace is not open to the public, but the park and the Queen's rose garden is open to visitors when the Royal Family is not in residence.

The Old Town (Aarhus) National open air museum of urban history and culture.

Moesgård Museum Situated south of Aarhus. It is particularly famous for housing the so-called Grauballe Man (a two thousand year old, well-preserved body found in a bog), the famous Iron Age war sacrifice from Illerup Ådal, and displays relating to Stone Age and Viking Age Denmark.

The Jelling rune stones (near Vejle) The Jelling stones are massive carved rune stones from the 10th century, found at Jelling in Denmark. The older of the two Jelling stones was raised by King Gorm the Old in memory of his wife Thyra. King Gorm was the first king of all of Denmark, and his lineage runs all the way to the current monarch, Queen Margrethe II—making Denmark the oldest continuously ruled kingdom in Europe. The larger of the two stones was raised by King Gorm's son, Harald Bluetooth in memory of his parents. It celebrates his conquest of Denmark and Norway, and his conversion of the Danes to Christianity.

SOUTH JUTLAND

Ribe In Medieval times, Ribe was Denmark's most important harbor into the North Sea. It is the oldest city in Denmark. Each night during the summer you can join the Night Watchman, when he walks his traditional rounds in the old winding streets of Ribe. On his round he sings the original Night Watchman's song and makes stops at particular sights and

places to tell about them.

- Ribe Cathedral** Ribe Cathedral is visible for miles across the flat landscape, and it is amazing to think that travelers have been met by this sight since the middle of the 13th century when it was completed. Ribe Cathedral is the oldest cathedral in Denmark.
- The Wadden sea** The Wadden sea is one of the world's top ten tidal flats, and is granted status as a nature reserve (one of a kind in Denmark, and with a global significance). The tides make a huge impression when twice a day 1,000,000,000 m³ of water is moved back and forth through the depths. The Wadden Sea is full of life - in the air, in the low water, above and below the marshes surface. In few other places in the world is it possible to encounter so many migrating birds, in spring as well as fall - a total of 10-12 million. A truly spectacular sight. The area is also famous for the so-called "black sun", a phenomenon caused by a million starlings. The aerial ballets are executed above the marshes every spring and fall when the starlings gather in the air about places where they are going to rest for the night. It starts an hour before sunset but where they gather is hard to tell. Truly spectacular. Here you also find the largest population of seals in Denmark.
- Rudbøl** It's called the strangest border in the world. Do you know of any other place where the border is drawn down in the middle of the street and then suddenly changes direction only because a child should grow up in another country?
- Rødning** Rødning Folk High School is Denmark's oldest, and the world's first such school. Founded in 1844, it experienced difficult years, but reopened at the reunification in 1920. Since then it has remained one of the largest high schools in the country. It was the residence of the district judge and the buildings style is preserved whenever extensions have been made. The surrounding park is open to the public.
- Dybbøl** In 1864 Denmark was at war with two major European powers – Prussia and Austria. Dybbøl was the place where the war was decided on 18 April 1864. The museum tells about life behind the front lines - at the actual site of these events. The centre houses realistic models, digital information, and a diorama, and shows the film "The Day of the Storm".

DANISH LANGUAGE

Danish is the national language of Denmark. School children begin learning foreign languages, especially English and German, at the age of 10-12. There is no problem in communicating in English, especially in Copenhagen's hotels, restaurants, and department stores.

CBS offers Danish Culture Week during which you learn some Danish at the beginning of each semester (one week) and Danish language courses during the semester. But there are many other possibilities of learning Danish in Denmark. Regular courses are offered during the year and special summer courses are available in the summer holidays.

The courses are also offered by the local municipalities in Denmark, private organizations, universities, by higher education institutions as well as folk high schools. Payment may be charged for the courses, but many courses offered by the municipalities are free of charge. Contact your local municipality in Denmark for



more information (www.kk.dk - Copenhagen municipality's website, www.frederiksberg.dk/ is the website for Frederiksberg municipality).

TRANSPORT

Bikes

A very popular way of getting around in Denmark is by bicycle. Most Danish students use the bike as their main means of transport. However, if you are not a regular biker and do not feel confident on a bike, you should not make an attempt at being a first-time-biker in Copenhagen. Some car drivers and cyclists drive recklessly with little regard for other people or traffic regulations. It is recommended to wear a crash helmet. If you are interested in knowing more about bikes and bicycle regulations, have a look at this website: www.fyidenmark.com/bicycling.html.

You will get more information on where to buy a bike upon arrival.

Public Transport

Copenhagen has an efficient public transport system which runs 24 hours a day. You can use buses, S-trains (local trains) or Metro.

If you are going to travel almost daily and do not have a bike, you will find it cheapest to buy a monthly bus/train/metro pass.

The fare of a monthly pass or a single ticket depends on how many zones you are going through, and you can use the same ticket on Metro, buses and local trains.

Zones	2	3	4	5	6	7	8	All
Single ticket	24,-	36,-	48,-	60,-	72,-	84,-	96,-	108,-
10 trip card	140,-	180,-	230,-	285,-	335,-	390,-	435,-	455,-
Monthly pass	320,-	450,-	585,-	720,-	845,-	980,-	1060,-	1180,-

(Prices in DKK as of March 2011)

Penalty for riding on trains, metro and buses without adequate fare is 600-750 DKK.

Intercity trains leave on an hourly basis for the main cities like Odense, Aarhus, Aalborg, Helsingør and Malmo (Sweden) with 20 minutes interval. You can either go to the Central Station to buy a ticket, or you can print it from the web: www.dsb.dk/Find-og-kob-rejse/. Unfortunately the page is only in Danish, but there is an English tutorial

www.dsb.dk/Global/PDF/kundeservice/How%20to%20order%20online%20tickets.pdf

TRAVELLING

Going Abroad

Air

Denmark's main international airport Kastrup is situated near Copenhagen and from here you can fly to and from destinations around the world. It is a good stepping-stone for short trips to e.g. London, Paris, and Venice etc.

We can also advice checking www.travelstart.dk, www.flybillet.dk and www.tv2.momondo.com/ for offers.

BY BOAT

You can travel by ferry from Denmark to Germany, Poland, Sweden, Norway, and England. See DFDS Seaways' website www.dfsseaways.com/ for fares and timetables.



If you need to find out how to get from one address to another by public transport, you can use the journey planner at www.rejseplanen.dk/bin/query.exe/en. It provides you with a full description of the journey including timetables, prices and maps.

VISITORS

You can find information about accommodation on the official Copenhagen tourism website: www.visitcopenhagen.com.

For cheap accommodation you may want to check the following websites:

Cabinn hotels - www.cabinn.com/

Danhostel - www.danhostel.dk/

It is important to note that the fact that we mention the above possibilities in our booklet does not mean that they are recommended by us.

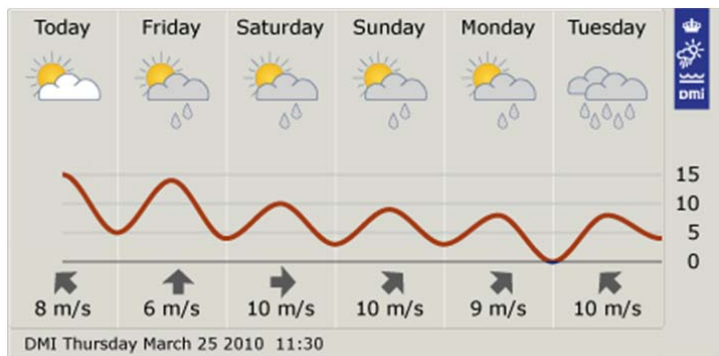
Please note that you are not permitted to have overnight guests in your room.

WEATHER

Denmark has a temperate maritime climate that is very changeable under the marine influences and the effect of the Gulf Air Stream. Generally, the winters are cold and cloudy, although summers are warm and sunny. Average annual precipitation is 600 mm (24 inches) and snow falls between December and March. Although rainfall occurs throughout the year it is heaviest between August and October and lowest during the spring and winter months. Average temperature ranges in Copenhagen are from -3 to 2 degrees Celsius (27 to 36 degrees Fahrenheit) in February to 14 to 22 degrees Celsius (57 to 72 degrees Fahrenheit) in July. Average temperatures in Copenhagen are as follows:

Month	Centigrade	Month	Centigrade
January	0	July	17
February	0	August	17
March	1	September	13
April	6	October	9
May	11	November	4
June	15	December	1

For the latest weather forecast, please check the Danish Meteorological Institute's website which is also in English: www.dmi.dk



Here is an example of the forecast for the five days starting Thursday March 25, 2011.

CULTURE SHOCK

Coming to a new country can shake you up. You can feel disoriented as you leave a familiar place and arrive somewhere quite different. The reaction may be both physical and psychological. This is called culture shock and it's entirely normal. It takes time to adapt to a new culture.

While Denmark is organized and people will be eager to make you feel comfortable, you may find that things are different from back home – especially if you have never lived abroad before. You need to give yourself time to settle in.

Like many of your fellow students, at some point you may ask yourself why you left home. When this happens, it is important for you to remember that you are going through a learning process. If you accept this brief period as one of transition, you will ultimately return home with greater self-confidence and the ability to succeed in a multicultural environment.

Keep active, explore your social opportunities and try to learn Danish. If you keep an open mind, you will soon be drawn into the many impressions and activities on offer. Remember you are not alone in experiencing these feelings. They are perfectly normal. Talking about them is the best way of getting rid of them.

Here are some tips on easing yourself into a new culture:

Accept that you cannot know everything about your new country and language

- Keep an open mind
- Try to do things that you did at home
- Stay in touch with family and friends at home
- Talk to other students about how you feel
- Stay active

LEISURE TIME

For Danes, work and leisure are interlinked. We prize a healthy work-life balance. We believe that time out socially or to explore other interests – be they creative, cultural or sporting – is essential to personal fulfillment. Denmark offers an exciting range of leisure activities: theatre, opera, museums, concerts and festivals. There are cutting-edge night clubs and bars in the cities and quaint, traditional inns in our unspoilt countryside.

Restaurants vary from fine-dining to cheap and cheerful. At the cinema, films are usually shown in their original language, with Danish subtitles. Participating in different sporting activities is a great way to get to know people in Denmark. There are numerous options.

As a new exchange student in Denmark, it is a good idea to participate in the social life where you study. It is how you can get close to Danes, establish ties and meet new friends. It is also important that you are attentive to your fellow students and perceive them as friends – not just as people that you study with. Danish society is friendly and informal. It is socially acceptable to ask about people's lives and families.

LINKS

The Official website of Denmark www.denmark.dk

Ministry of Foreign Affairs of Denmark: www.um.dk

The Official Portal for Foreigners and Integration: www.newtodenmark.dk

Official tourism site of Denmark: www.visitdenmark.com

Official tourism site of Copenhagen and the surrounding area: www.visitcopenhagen.dk/

“Everything about Copenhagen” (Alt om København): www.aok.dk

Hallo Norden: www.hallonorden.org/. It is an information service for Nordic citizens established by the Nordic Council of Ministers. It assists citizens moving between countries in relation to activities such as registration of cars, state scholarships, health insurance and taxation.

Your Europe: <http://europa.eu/citizens>. It provides European citizens with detailed practical information on rights and opportunities in the EU and its Internal Market plus advice on how to exercise these rights in practice.

FAQ

FAQ, General

You will be able to find answers to most of your questions in this guide, but here are some of the most frequently asked questions.

Where can I get information about Copenhagen Business School?

Please check out CBS homepage at: www.cbs.dk/ - or the International Office's website: <http://uk.cbs.dk/intl>.

When does the semester begin?

Please see section on Academic Calendar.

Do I need to apply for a residence permit for Denmark?

Apart from citizens from the Nordic countries, everyone staying in Denmark for more than 3 months must have a residence permit.

Students from the Nordic countries do not need a residence permit. EU/EEA nationals must obtain their permit after arrival in Denmark.

Non-EU/EEA nationals: You must apply for residence permit at the Danish Embassy or Danish Consulate General in your home country. In certain countries, there is no Danish representation so another Schengen country will handle visa applications on behalf of Denmark.



How do I apply for residence permit if I am a non-EU citizen?

Please read the instructions on the application form for a residence and work permit for students included in your registration package.

Who should I contact if I have questions regarding my residence permit?

You can write to the academic advisors Lotte Vesterlund Hansen: lvf.io@cbs.dk or Annette Hove Cox: ahc.intoff@cbs.dk.

What should I include with my application?

Please see the section on Registration.

FAQ, Buddy and Introduction Program

Will my buddy contact me before my departure?

Prior to your arrival, you must contact your “buddy” to let him/her know when you arrive in Copenhagen. If you have not been able to get in touch with your buddy one week prior to your scheduled date of departure, please contact the Buddy Coordinators at: buddy.io@cbs.dk.

Last accepted arrival date in Copenhagen?

Arrivals later than the beginning of the mandatory introduction program cannot be accepted (see the academic calendar for semester dates). If you have problems meeting the requirement, please contact the academic advisors, Lotte Vesterlund Hansen: lvf.io@cbs.dk, Annette Hove Cox: ahc.intoff@cbs.dk (undergraduate students) or Stephanie Hadler; sh.io@cbs.dk (graduate students).

Who should I contact regarding my arrival time in Copenhagen?

You should fill out the on-line form concerning arrival information at www.cbs.dk/exchange under “Buddy Program”. Inform also your buddy, landlord or landlady (if you have private housing) as soon as you know the arrival date.

Will there be someone to meet me when I arrive?

Yes! If you have contacted your buddy prior to your arrival, he/she will meet you at the airport (or train station) and help you find your residence in Denmark. In case of any problems, please contact the International Office at (+45) 3815 3006. Please keep in mind though, that the International Office is only open during normal office hours, namely Mon-Fri. 9.00am to noon and again from 1pm to 3.30pm. The office is closed Saturdays and Sundays and during official Danish holidays.

In end-July/end-December, information on buddies will be sent out to your CBS e-mail account (we sent your log-in password with your acceptance package). Please make sure that you have access to this e-mail account over the summer and Christmas holidays, since we will be sending important information to this account.

Questions? Please feel free to e-mail us at buddy.io@cbs.dk and we will get back to you as soon as possible.



FAQ, Housing

When do I get to know my address in Copenhagen?

The accommodation application process is on-line and your room allocation and contract will be automatically generated. On-line application process opens in the beginning of May for the fall semester and in November for the spring semester.

When can I move into my room?

If you are coming for the fall semester, your room will be available from August 12, 2011 until December 30, 2011. Please see www.cbs.dk/housing for updates for the spring semester.

How do I pay?

You will find payment details in your contract.

Can I receive a discount by paying my total rent for the whole period at once?

No, but remember that you save yourself time, effort and fees if the payment for the whole semester is made on one occasion.

Why didn't I get my first priority?

The on-line application process operates on first come first served basis. In addition a number of factors such as gender, age and nationality are taken into consideration.

Will there be a telephone in my residence?

Please check information about your residences on the CBS website.

There are few private houses where a phone is not available (except for important calls from family, your home university and CBS), but this will be accounted for in the rent.

How much must I pay in deposit, and when will it be returned? (only private housing)

Renting a room in a Private Home: Your deposit is equal to one month's rent and must be paid upon arrival along with the rent for the first 1½ months.

For all types: Your landlord/lady or the inspector at the residence reserves the right, if necessary, to charge you for bringing the premises back to the standard they were in when you moved in and for cleaning common areas. It is very important that when you leave, you check out with your landlord/lady or the inspector appointed, to avoid any misunderstandings about the repayment of the deposit.

What about bed linen?

A "start-up package" containing duvet, pillow, sheets and towels will be in your room when you arrive.

Do I have to buy or bring furniture and kitchen utensils?

All rooms rented from CBS are fully furnished with a bed, a table, a chair, a closet, lamps etc. All kitchens are equipped with basic utensils for cooking and eating. Missing articles will be provided.

Do I have Internet access in my room?

All rooms have access to the Internet. There are also many possibilities to connect to the Internet from CBS buildings and libraries, where Internet connection is free of charge. Please look at our website for details at each of the specific residences.



How far is my residence from CBS and from the City Centre?

Please look under "Maps & Directions" at

www.cbs.dk/cbs_international/accommodation/exchange_students.

For more details please visit our housing website:

<http://uk.cbs.dk/housing>.

FAQ, Course Registration

Course description

Where can I find the course descriptions?

Course descriptions can be found on the following websites:

<http://uk.cbs.dk/grad>(graduate courses)

<http://uk.cbs.dk/undergrad> (undergraduate courses).

What is the language of instruction?

The language of instruction is for the most part English which is why students must have advanced English skills to be able to participate in the program. An advanced level is a TOEFL score of minimum 577 or the equivalent. A limited number of courses are taught in Spanish, German or French. The course description will indicate if a course is taught in another language than English.

Number of credits

How many credits do I need to take at CBS?

A full workload at CBS is 30 ECTS credits. CBS requires that each exchange student takes a full-load while studying at CBS, regardless of whether credit may be obtained at the home university. CBS allows the student to develop the skill of working under the pressure of a heavy workload similar to their future position in a business environment. If a student does not take the required number of credits, a residence permit will not be issued and can be revoked if the workload is not maintained. We do not recommend more than 30 ECTS per semester; however, if you have special requirements, you may take up to but no more than 45 ECTS credits in any one semester. We must be informed in advance of any special requirements.

Graduate courses when undergraduate student

Can I register for graduate courses?

Only students who have completed a bachelor's degree or a minimum of 3 years' specialized university study can register for graduate courses. Also make sure that you have satisfied the required prerequisites (if any) listed in the course descriptions for the courses you would like to follow.

When is the schedule for the courses available?

You can see your personal schedule at www.calendar.cbs.dk (Please use your e-mail login). The schedule will be available in the end of June (fall semester) and mid-December (spring semester). Once your courses have been assigned, we will provide you with more thorough guidelines on how to check your schedule for overlapping courses.

Need of alternative courses

Do I need to indicate alternative course choices in the online flow?

Yes, since there might be changes in the class schedule or in course offerings, CBS requires you to list alternative choices. You must indicate one alternative for each of the courses selected. The alternative courses will be used if it is impossible to enroll you in the class of your primary choice.



If you have special reasons for needing to take a specific course please attach a letter to that effect to the form but remember that such a letter will not guarantee you the course. It is not advisable to base your graduation on taking a specific course while attending CBS as an exchange student, since we cannot guarantee that all courses announced in the Course Catalogue 2011/2012 will be offered.

Will I receive confirmation on my courses before arriving in Copenhagen?

Yes. In the beginning of July you will be able to see the courses you have been assigned to on your course enrolment status on CBS e-Campus. You will receive an e-mail in the end of July or early August letting you know how to change courses if your preferences do not match the assigned courses.

Change of courses

Can I change my courses after arrival in Copenhagen?

Yes, it is possible to drop and add courses during the first two weeks of the semester.

Choice of courses

Who should I contact if I have questions regarding my course choices?

Undergraduate students: send an e-mail to undergrad.intoff@cbs.dk.

Graduate students: send an e-mail to grad.intoff@cbs.dk.

Internship courses: send an e-mail to internship.intoff@cbs.dk.

Danish Culture Week

Who should I contact if I have questions regarding the Danish Crash Course?

You should write to the Language Centre at: dcc.lc@cbs.dk.

When do I get my transcript?

We strive to send transcripts by mid-February for the fall semester and by mid-August for the spring semester. However, should you be graduating or be in need of your transcript earlier for an important reason, we shall be happy to do our best to help you.

