



**Copenhagen  
Business School**  
HANDELSHØJSKOLEN



## A Copenhagen Survival Guide

### Practical Information

For International full-degree students at  
Copenhagen Business School

Academic Year 2010 – 2011



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## Welcome!

Dear students,

Congratulations on having chosen to go abroad and thank you for taking up the challenge of experiencing something new in a country far from home. We look forward to welcoming you to CBS 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 Marketing and Recruitment Department  
The International Office  
Copenhagen Business School  
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DK - 2000 Frederiksberg  
Denmark  
Telephone: (+45) 2498 3925  
Fax: (+45) 3815 3825  
E-mail: [international.admission@cbs.dk](mailto:international.admission@cbs.dk)  
[www.cbs.dk/iStudents](http://www.cbs.dk/iStudents).

## NEED TO KNOW!

### 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.

In addition to having our own case competition, CBS is also doing great in competitions abroad. Interested? Then check this link: [www.cbs.dk/case](http://www.cbs.dk/case). The e-mail address to the CBS Case Competition is: [case@cbs.dk](mailto:case@cbs.dk).

### Communicating with the International Marketing and Recruitment Staff

International Marketing and Recruitment (IMR) is a unit under The International Office (DIK). We are 3 full-time employees and 2 student workers, working on the task of attracting more international full-time students to CBS. This includes both marketing CBS as an International Business University, recruiting more international students for CBS and serving as a resource for the International students during their CBS experience.

You can contact us through: [international.admission@cbs.dk](mailto:international.admission@cbs.dk)

### Official papers

#### Residence Permit

**Please Note: The process for Non EU/EEA and EU/EEA students are two very different processes**

**The process can take up to 10 weeks, so do all of this as soon as possible.**

**Do not return the application form for residence and work permit (ST1-Form) to CBS!**

As you will be here for more than 3 months, **all students**, with the *exception of those from the Nordic countries*, must have a residence permit for their stay in Denmark.

#### Non EU/EEA Students:

The Admissions Office will send you the application form ST1 as registered mail, when you have been accepted at your place of study.

Once completed, you should submit your application at a Danish diplomatic mission in your country of residence for processing. If there is no Danish representation in your country, please contact the authority in the Schengen country, which has accepted to represent Denmark.



### **Nordic Citizens:**

Students from the Nordic countries need no residence permit. You should, however, inform the Registration Office in your own country about moving and register your new address at the local Danish Civil Registration Office to get a CPR number (civil registration number).

### **EU/EEA Citizens**

You must apply for your residence permit **after** your arrival in Denmark.

Immigration services will be available on campus on Monday 30<sup>th</sup> August from 9.00-15:00 at the International Office to provide assistance.

### ***CPR number (Civil Registration 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 can find out more information about the CPR number upon arrival.

### ***Work Permit***

As a principal rule, **students from the Scandinavian countries and from EU member states as well as Switzerland** do not usually need a work permit for normal student jobs.

**Students from all other countries:** Normally the work permit will be a part of the residence permit. But some embassies cannot issue a work permit, which means that you will need to apply for the permit after your arrival in Denmark.

The chances of finding work will be much greater as soon as you learn just a bit of the Danish language

Read more about the work permit and the rules and regulations for working at [http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/studies/post\\_secondary\\_education/post\\_secondary\\_education.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/studies/post_secondary_education/post_secondary_education.htm)

Also, read the section "Taxation" on page 13.

### ***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 time of study 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.

### **Academics & CBS**

For details of what you may expect academically, you can get inspiration from this link:

[http://www.cbs.dk/cbs\\_international/international\\_students/the\\_cbs\\_academic\\_experience](http://www.cbs.dk/cbs_international/international_students/the_cbs_academic_experience)

Contact your program for further information.

### ***Information Package and documents you need to return to CBS***

Once you have been accepted by us you will receive the following:



## For Bachelor Students:

- CBS Acceptance Letter
- Special Welcoming Letter from the CBS President and Dean of Education

### When you have accepted your place of study:

- Welcoming letter from your Study Program
- Letter with your CBS e-mail and pin code
- Flyer from CBS students about intro course
- Safety folder

## For Master Degree Students:

Once you have accepted your place of study in the Admission Flow you will receive

- **NON EU/EEA students will receive a Residence Permit Application form by registered mail**

Everybody will receive

- CBS Acceptance Letter
- Special Welcoming Letter from the CBS President and the Dean of Education
- Folder explaining where the Study Programmes' Secretaries and the Student Guidance Office are situated.
- Flyer from CBS students about intro courses
- Letter with your CBS e-mail and pin code.
- Safety folder

**Please note that we are in the process of implementing a new electronic application system, so check [www.cbs.dk/app](http://www.cbs.dk/app) for more information, updates and deadlines!**

### ***Course Choice and number of credits required***

You can find undergraduate courses at [www.cbs.dk/undergrad](http://www.cbs.dk/undergrad) and graduate courses at [www.cbs.dk/grad](http://www.cbs.dk/grad).

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.

### ***Introduction Week and Danish Crash Course***

**Introduction Week:** Every program will provide their own introduction course, usually you will be able to find them under your special program on E-campus. If you cannot find it, contact your program secretary for information. It usually takes place during the last two weeks of August.

**Danish Crash Course:** For those who want to gain just a little more from their stay in Denmark, CBS is offering a voluntary **beginning level** course in Danish. This five-day intensive course consists of four lessons per day.

The course will run from **August 16-20, 2010**. It is originally designed for the CBS Exchange Students, but all international full degree students are free to sign up. The **fee** for the course is **1.800 DKK**. Registration for this course is available on a first come, first served basis.

For more information:

[http://www.cbs.dk/forskning/institutter\\_centre/institutter/lancen/menu/sprogkurser/menu/danish\\_as\\_a\\_second\\_language/danish\\_crash\\_course/\(language\)/dan-DK](http://www.cbs.dk/forskning/institutter_centre/institutter/lancen/menu/sprogkurser/menu/danish_as_a_second_language/danish_crash_course/(language)/dan-DK)

## ***Facilities at CBS***

### **Computers**

Computers are 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. The computers also have access to large databases.

Please have a look at [www.e-campus.dk](http://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.

### **E-mail**

During your stay at CBS you will also have the opportunity of using the school's e-mail facilities.

We strongly recommend using the CBS e-mail address while you are studying at CBS as all correspondence sent by e-mail before and during the semester is sent to your CBS account and no other.

### **Dictionaries**

Bring translation dictionaries as they may be used during exams.

## ***International Summer University Program***

CBS's International Summer University Program (ISUP) has been a huge success for the last decade and has attracted thousands of students and many professors from all parts of the world. Last year approximately 1300 students from more than 45 countries participated in the program. ISUP is a six-week summer program that offers students the opportunity of completing the equivalent of half a semester's course load (15 ECTS credits) in a multicultural environment. The International Summer University Program includes both undergraduate and graduate level courses.

If you are interested in spending the summer in Copenhagen, please check [www.cbs.dk/summer](http://www.cbs.dk/summer).

## **Other things to do before arrival in Denmark**

### **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.

### **Other insurance**

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

## **Health and 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.

You can read more about the Danish Health System on this website: [http://www.nyidanmark.dk/en-us/citizenship/citizen\\_in\\_denmark/11+health+and+sickness.htm](http://www.nyidanmark.dk/en-us/citizenship/citizen_in_denmark/11+health+and+sickness.htm)

## **Accommodation in Copenhagen**

Copenhagen Business School does not have a campus as such. This means that the halls of residence are not connected to 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.

CBS cannot promise or ensure any international full-degree student accommodation. However all students will receive Housing Departments Service.

You can find information about Housing on this website:

[http://uk.cbs.dk/cbs\\_international/accommodation/international\\_degree\\_students](http://uk.cbs.dk/cbs_international/accommodation/international_degree_students)

Manual for CBS Housing Application on this link:

<http://uk.cbs.dk/content/download/125139/1693555/file/ApplicationAndAllocationManualWebE10.pdf>

If you have any questions, please do not hesitate to contact our Housing Department at [housing.intoff@cbs.dk](mailto:housing.intoff@cbs.dk). Please be patient! It might take some time to get an answer.

You can apply via CBS for accommodation through the

[http://uk.cbs.dk/cbs\\_international/accommodation/international\\_degree\\_students](http://uk.cbs.dk/cbs_international/accommodation/international_degree_students)

Since we at CBS do not have full capacity for all students applying for accommodation, we suggest that you also try other possibilities.

Take a look at the following links to get help in searching for accommodation yourself..

- Ungdomsboliger: <http://www.ungdomsboliger.dk/?id=navigationskort&lang=en>
- Kollegierneskontor: <http://www.kollegierneskontor.dk/default.aspx?lang=GB>
- Findbolig.dk - <http://venteliste.findbolig.nu/standardpage.asp?id=6B962E77-2CEB-4807-AB1B-CBC79101508E>

- Boligportal: <http://www.boligportal.dk/en/>
- Flatswap: <http://www.casaswap.com/>
- Private Housing: <http://www.justlanded.com/english/Denmark/Forums/Housing-Rentals>

Also try to look under "kollegier", which is student residence in Danish, on the internet.

Please note that we have had some cases of fraud before, where students have been asked for deposits on non-existing apartments. Be careful about paying in advance before your arrival, since we cannot help you with this. We suggest that you make a bank account with the deposit and send the proof to the landlord, and do not put in the deposit before you have the residence and the key.

When you search for a place to stay you should be aware that prices could vary a lot all dependent on the location, size, duration of stay etc. Also notice that there can be people who overprice, so make sure to do some research on expected price ranges.

A possibility is to find a place before arrival where you can stay the first semester. After your arrival, when you will meet other students you can use your network to find a more permanent place.

If you do not find housing prior to your arrival in Copenhagen, here are some suggestions for temporary housing possibilities:

#### **Hostels:**

##### DanHostel Copenhagen Amager

Vejlandsalle 200

2300 Copenhagen K

Phone: (+45) 32 52 29 08 Email: [copenhagen-amager@danhostel.dk](mailto:copenhagen-amager@danhostel.dk)

Shared room: DKK 145 Per person per day

##### DanHostel Copenhagen Bellahøj

Herbergvejen 8

2700 Brønshøj

Phone: (+45) 38 28 97 15

Email: [bellahoej@danhostel.dk](mailto:bellahoej@danhostel.dk)

Shared room: DKK 140 per person per day

##### Danhostel Copenhagen City

H.C. Andersen Boulevard 50

1553 Copenhagen V

Phone: +45 33 11 85 85

Email: [copenhagencity@danhostel.dk](mailto:copenhagencity@danhostel.dk)

Shared room: DKK 130 - DKK 195 per person per day

#### **Links**

Tourist information: <http://www.visitcopenhagen.com/>

If you cannot find accommodation yourself, please contact the Housing Department ( [housing.intoff@cbs.dk](mailto:housing.intoff@cbs.dk)) for information on how to apply through CBS for accommodation that may be available after exchange students are placed.

**Important:** CBS do not put up any guarantees for any of the accommodations linked above, except for our own CBS Housing Department. They are only meant as a help and as suggestions for your convenience.

## Practicalities

### ***Mobile phones***

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/tri-band 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 and Credit cards***

#### **Very Important if you receive a CBS scholarship:**

##### **NemKonto:**

***As soon as you get your CPR number , you should get a NemKonto at a Danish Bank.***

Everybody in Denmark – citizens and companies alike – must have a NemKonto Easy Account. A NemKonto/Easy Account is a bank account that you already use and have designated as your NemKonto/Easy Account.

In the case of being an International Student, you may not already have a Danish bank account, but you will then have to establish one. If you are receiving a scholarship, you will only be able to get the payment, if you have a nemkonto.

In order to make it simpler and easier for future payments from all Danish public-sector institutions, they will be transferred directly to the NemKonto/ Easy Account. This applies to payments from the Danish state, and from local and municipal institutions like CBS.

We ask you to please designate a NemKonto Easy Account as soon as possible. It is easiest to do this in the following way:

- Contact a Danish Bank and ask them to make a Nem konto/ Easy Account for you. This can also be used as a regular account.

<http://www.justlanded.com/english/Denmark/Denmark-Guide/Money/Banking>

Some of the largest Danish Banks are:

- Danske Bank <http://www.danskebank.dk/en-dk/Pages/default.aspx>
- Jyske Bank <http://www.jyskebank.dk/english/content/4111.asp>
- Nordea <http://www.nordea.dk/Nordeadk%2bin%2bbrief/11297.html>
- Arbejdernes Landsbank <http://www.al-bank.dk/default.asp?id=171>

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).

## Transport in Denmark and going abroad

### 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: <http://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.

Most of Copenhagen area is within 2 zones, and you can go from Hvalsø to Helsingør within all zones.

Zones	2	3	4	5	6	7	8	All
Single ticket	23,-	34,50	46,-	57,50	69,-	80,50	92,-	103,50
10 trip card	135,-	175,-	225,-	275,-	325,-	375,-	415,-	430,-
Monthly pass	320,-	450,-	585,-	720,-	845,-	980,-	1060,-	1180,-

(Prices in DKK as of March 2010)

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 Malmö (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/](http://www.dsb.dk/Find-og-kob-rejse/). Unfortunately the page is only in Danish.

## 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](http://www.travelstart.dk), [www.flybillet.dk](http://www.flybillet.dk) and <http://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 <http://www.dfdsseaways.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](http://www.rejseplanen.dk/bin/query.exe/en). It provides you with a full description of the journey including timetables, prices and maps.**

## Budget & Finances

### Currency

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

As of March 2010, 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](http://www.oanda.com) or [www.xe.net](http://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 autumn 2010 and spring 2011 are not yet available. Please check our website [www.cbs.dk/housing](http://www.cbs.dk/housing) for prices for 2010/2011.

### 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 2010)

**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.

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.

**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 <http://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](http://www.e-campus.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.

For the income year 2010 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](http://www.skat.dk)

## **Other information**

### ***Packing your suitcase***

For staying in Denmark during both spring and autumn 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)
- Pictures, posters, school newspapers, information materials in general about your home university for CBS International Forum in October where international students at CBS will be asked to represent their home universities by telling students at CBS about what it is like to be a student at their universities.
- Phone, fax numbers and e-mail addresses for relevant contact persons at your home university.
- A pocket calculator
- A travel alarm clock

## ***Traineeships, Job Vacancies and Career Fairs***

### **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: <http://aiesec.dk/>

The CBS Jobforum offers vacant traineeships at <https://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 learning Danish might be the most important thing to put your extra energy into, when you come to Denmark, if you want to work next to your studies. A lot of our international full degree students do manage to find work, since they are staying for more than just one semester.

Take a look at <https://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: <https://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!

[http://cbs.dk/forskning/institutter\\_centre/institutter/lancen/menu/sprogkurser/menu/danish\\_as\\_a\\_second\\_language](http://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 <https://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 <http://www.sicef.dk/>.

The fair will be held on 23 September 2010 in Øksnehallen in Copenhagen.

### **Wheelchair Access – Handicap Aid**

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](http://www.visitdenmark.dk) Click on . You will find the information you are looking for under Inspiration→Disabled.

## NICE TO KNOW

### 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:

<b>Population</b>	5.511.451 (2010)
<b>Area</b>	43.098 square kilometers
<b>Population density</b>	126,4 pr. square kilometer
<b>Geographic region</b>	Scandinavia
<b>Gross domestic product</b>	DKK 1.658 billion (2009)
<b>GDP pr. inhabitant</b>	300.241 DKK (2009)
<b>Capital</b>	Copenhagen 1.167.569 (2010)
<b>Other major cities</b>	Århus 237.551, Odense 158.163, Aalborg 100.873 (2010)
<b>Form of state</b>	Constitutional monarchy
<b>Government</b>	Coalition of the Liberals and the Conservatives, headed by the Liberals
<b>Head of state</b>	Queen Margrethe II (since 14 January 1972)
<b>Head of government</b>	Lars Løkke Rasmussen (since 5. April 2009)
<b>Ethnic distribution</b>	90.9% Danes. Immigrants and their descendants constitute about 9.1 per cent of the population.(2009)
<b>Life expectancy</b>	Women 80,5 years, men 76,0 (2009)
<b>Language</b>	Danish (most Danes understand and speak English)
<b>Religion</b>	90% Protestant
<b>Member of</b>	UN, OECD, EU, NATO, Schengen, OSCE, IMF, WTO and others
<b>Flag</b>	Red with a white cross
<b>Great Danes – past</b>	Søren Kierkegaard, Hans Christian Ørsted, Karen Blixen, Niels Bohr, August Bournonville, Hans Christian Andersen, Carl Nielsen, Georg Jensen, Jørn Utzon; A.P. Møller and Arne Jacobsen,
<b>Great Danes – present</b>	Isabell Kristensen, Thomas Vinterberg, Lars von Trier, The Laudrup brothers, Connie Nielsen and Viggo Mortensen
<b>Historical facts</b>	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**

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.

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.

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.

**University Sector**

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.

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 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](http://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  
Landscape**

.dk

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  
Parliament**

Petroleum, natural gas, fish, salt, limestone, chalk, stone, gravel and sand. 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)

## The Danish language and courses in Danish

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 an intensive Danish crash course:

[http://www.cbs.dk/forskning/institutter\\_centre/institutter/lancen/menu/sprogkurser/menu/danish\\_as\\_a\\_second\\_language/danish\\_crash\\_course/\(language\)/dan-DK](http://www.cbs.dk/forskning/institutter_centre/institutter/lancen/menu/sprogkurser/menu/danish_as_a_second_language/danish_crash_course/(language)/dan-DK)

There is also Danish Culture Week during which you learn some Danish at the beginning of each semester (one week) and Danish language courses during the semester. 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 (<http://www.kk.dk> - Copenhagen municipality's website, <http://www.frederiksberg.dk/> is the website for Frederiksberg municipality).

## 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 autumn 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

Frederiksborg Castle was originally a manor house called Hillerødsholm. It belonged to a

Castle	nobleman, Herluf Trolle, and his wife, Birgitte Gøye. In 1560 the King Frederik II acquired the manor and renamed it Frederiksborg.
<b>Roskilde</b>	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 (Roskilde)	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.
Lejre Research Centre – Sagnlandet Lejre (near Roskilde)	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,
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.
<b>NORTH JUTLAND</b>	
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.
<b>MID-JUTLAND</b>	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.
<b>SOUTH JUTLAND</b>	
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 sea	Wadden	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 m <sup>3</sup> 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 autumn - 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 autumn 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".

## Friends and family dropping in?

You can find information about accommodation on the official Copenhagen tourism website: [www.visitcopenhagen.com](http://www.visitcopenhagen.com).

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

Cabinn hotels - <http://www.cabinn.com/english/index.html>

Danhostel - <http://www.cabinn.com/english/index.html>

*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.

## Useful Links for Information about Denmark & Copenhagen

The Official website of Denmark: <http://www.denmark.dk/en>

Ministry of Foreign Affairs of Denmark: <http://www.um.dk/en>

The Official Portal for Foreigners and Integration: [www.newtodenmark.dk](http://www.newtodenmark.dk)

Official tourism site of Denmark: <http://www.visitdenmark.com/siteforside.htm>

Official tourism site of Copenhagen and the surrounding area: <http://www.visitcopenhagen.com/>

"Everything about Copenhagen" (Alt om København): <http://www.aok.dk/english>

Hallo Norden: <http://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://ec.europa.eu/youreurope/> 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.

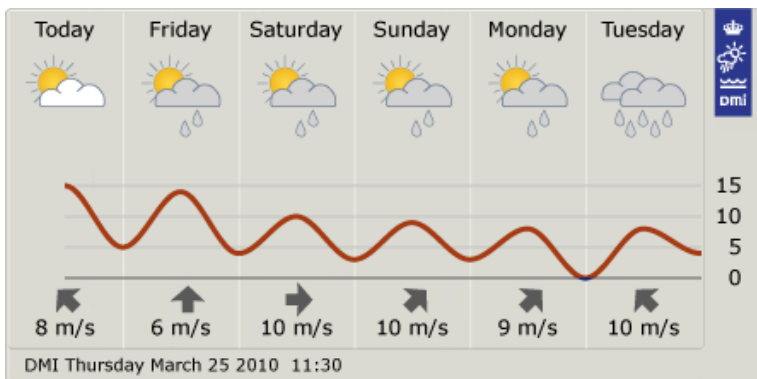
## Weather

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: <http://www.dmi.dk/dmi/index/danmark.htm>



Here is an example of the forecast for the five days starting Thursday March 25, 2010.

## 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 <http://www.cbssport.dk/>

## Student 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 <https://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 <http://www.cbsstudents.dk/>

## **CBS International Choir**

A choir for both men and women: <http://sites.google.com/site/choircbs/englishhome>

## **AEGEE**

European students' organization focusing on cultural exchange: <http://www.aegee-kbh.dk/index.asp?side=101>

## **Well**

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

## **Suggestions/new ideas wanted!**

Do you feel that this booklet contains all the information you need about CBS? Have we included too much or too little? Your comments and suggestions are invaluable to us in our drive to improve and update this booklet. So please drop a line to: [international.admission@cbs.dk](mailto:international.admission@cbs.dk) and let us know what you think.

## **Copenhagen Arrival Guide**

You will find the Arrival Guide on the CBS website, it will provide you with information that you need to know before arriving in Denmark:  
[www.cbs.dk/istudents](http://www.cbs.dk/istudents)

## **FAQ, Frequently Asked Questions**

### ***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](http://www.cbs.dk) - or the International Office's website: [www.cbs.dk/istudents](http://www.cbs.dk/istudents)

### **When does the semester begin?**

Please see The Academic Calendar for your program on E-campus

### **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 sent to you by the Admission Office

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



Contact information will be enclosed, when you receive your residence permit application

### **What should I include with my application?**

Please see page 4.

## **FAQ, Courses**

### **Course description**

#### **Where can I find the course descriptions?**

When you study for a full degree, your courses on your first year are fixed.

Course descriptions should be found on E-campus under Study, Study Home Pages and your program  
<https://e-campus.dk/studium/studiehjemmesider>

### **Language of instruction**

#### **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?**

If you don't get SU (Danish Student Aid) there is no requirements

A full Master is 120 ECTS credits, 30 ECTS each semester. The workload is equivalent to a full time job.

### **Graduate courses when undergraduate**

#### **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.

### **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.

### **Where do I get my transcript?**

Transcripts should be found on E-campus. When you have finished your Master, your program will provide you with a diploma.