



Residence Handbook Åboulevarden

Fall Semester 2011

The International Office
The Housing Department



**Copenhagen
Business School**
HANDELSHØJSKOLEN

Welcome

Dear student,

Welcome to Copenhagen, the Copenhagen Business School, and Åboulevarden Student Residence.

We provide this booklet for your convenience and in the hope that it will answer the questions you might have concerning your accommodation. We have tried to provide both some “need to know” and “nice to know” information.

We strongly recommend that you take some time to read all the information, as it will probably make the first couple of weeks easier with regard to finding your way, shopping for food, and so on. **Likewise we recommend that you start by reading what is written under the caption “Special about your residence” since not all residence halls are the same. This special paragraph takes precedence over what else is written about the subjects in this book.**

If the information provided in this booklet does not answer all the questions you have in connection with your accommodation, please contact us and we will be happy to help you.

Åboulevarden is located in Nørrebro, a nice part of Copenhagen with a great variety of small cafés and ethnic restaurants. You will be living close to the lakes of Copenhagen, and the city centre is only a few minutes away. 5 international students in each apartment at Åboulevarden..

We hope you will enjoy your stay, and remember you are always welcome to contact us if you have any questions or concerns.

Yours sincerely,

The Housing Department

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Living in a Student Residence

Before we start we would like to give you a general idea of what it will be like to live in a student residence.

To live in Åboulevarden Student Residence means more than to just have a roof over your head; it will be your home during this semester. By this we mean that you will have both rights and responsibilities similar to those in a family and/or a residence hall in your home country.

There will be 5 international students in each apartment at Åboulevarden. at Åboulevarden Student Residence. Here you will not only share common facilities but also the responsibility for creating a pleasant and comfortable environment for everybody to live and study in. This means that you must respect the rights of the other students living here as well as expecting them to respect yours. The best ways to ensure this is by keeping an open mind and participating in daily activities and discussions with your floor mates.

Rights and responsibilities

We believe that rights and responsibilities go hand-in-hand and when you believe you have certain rights you must also consider the responsibilities that go along with these rights.

For example:

You have the **right** to a safe and secure residence area, but you also have the **responsibility** to keep your room door locked and not let any strangers into the residence. You have the **right** to a reasonably peaceful and quiet space in which to sleep and study, but you also have the **responsibility** to respect quiet hours, keep noise to a minimum and to remind others politely that you expect the same from them.

We at the CBS Housing Department cannot guarantee that you will enjoy all of these rights at all times. You share the responsibility. You can help ensure that these rights will be honoured through thoughtful communication and discussion with your floor mates.

Since none of us is exactly alike in our habits and day-to-day routines, it is generally a good idea to sit down with your floor mates at the beginning of the semester to discuss and agree some house rules. This may save you time and frustration at a later date.

In order to ensure a successful stay in a student residence it is important that you spend some time with and get to know your new floor mates. A good way of getting along with floor mates is to find common interest you may share and to respect your differences.

Should you despite this find that some friction exists between you, we at the Housing Department would like to know about it sooner rather than later to save you an unpleasant time. This is not like telling on people. Quite the opposite, it helps to preserve good human relations and we will NOT disclose who told us.

Administration

The CBS Housing Department
Housing Coordinator: Marianne Bach
Assistant Housing Coordinator: Jessie-Anne Grell Malten
Housing Assistant: Anette Jørgensen

The International Office
Porcelænsøen 26
2000 Frederiksberg

Phone: 3815 3006

Email: housing.intoff@cbs.dk

Office hours: Between 9.00 am-12: noon and from 1 pm-3.30 pm, Monday through Friday.

Rent questions.

Please note that if you wish to move from your room, you will be charged a fee of DKK 1000 and that you are responsible for the rent for the whole semester of the room you wish to leave.

The Inspector and inspections

The Inspectors:

John Jensen
38153049
Niels Lauersen
38153149

The inspectors can be reached by this common e-mail: inspector@cbs.dk.

The inspector helps out with general repairs in the residence, but he is not responsible for cleaning.

He has a list posted on the notice board where you can also leave messages for him.

The inspector will visit the residence regularly and can be met at specific times (details are posted in the residence).

The residence will also be inspected regularly without prior warning to ensure that everything is kept clean and tidy to a satisfactory standard. If the inspector finds that this is not the case the student(s) responsible will be given a chance to bring everything up to standard. If the responsible student(s) fail to do so, a cleaning crew will be hired to do the job. This will be done at the responsible student(s)' own expense.

The administrator reserves the right to authorize immediate entry to your room without prior notice (i.e. when repairs are needed).

Rent

The rent is paid in two instalments. The second instalment falls due on the following date.

Please note that no reminders about the second instalment payment will be sent.

October 1st, 2011

First Payment

If you choose to transfer the money from your bank account in your home country, it is important that you remember to indicate the swift code and beneficiary as well as the correct registration and account numbers or, if applicable, the IBAN number (the bank information and procedures are mentioned in your Rental Agreement). Please be aware that the transfer procedure might take several days, so make sure you take care of everything well in advance. Making an international money transfer can be costly since the banks involved often add extra fees for which you are responsible.

What is SWIFT?

SWIFT stands for Society for Worldwide Interbank Financial Telecommunication. It provides a financial message communication service among 8,100 financial institutions in over 208 countries and territories. The banks use it among other things, to make international payments. Some banks use a routing number or have another name for it. Ask your home bank what information is needed to make an international money transfer. Another name for SWIFT code is a BIC code.

Make sure you keep your receipts for future reference

Your room

Your room at Åboulevarden Student Residence is furnished with a bed, a desk with a chair, bookshelves and a dresser/closet. If any items are missing or in a poor condition when you arrive, please contact the inspector as soon as possible in order to replace the missing/broken items.

It is your responsibility to keep the room clean and tidy.

You may not use scotch tape to hang posters and/or pictures on the wall. Only thumbtacks are allowed.

No pets are allowed.

You are the only person permitted to sleep and live in the room you rent. **You are not allowed to have guests staying over in your room. Lack of respect for this rule can lead to termination of your tenancy.** If you have family or friends coming to visit you during the semester, they should find other accommodation (please see e.g. the Arrival Guide).

Common facilities

The kitchen is furnished with basic cooking utensils. Please check that everything is in good condition. If something is missing or broken, please inform the Housing Department and the item will be replaced as soon as possible.

Inventory Report

Your welcome pack contains an Inventory Report. It must be completed and returned to the Housing Department 7 days after arrival. The Inventory Report is your chance to report if your room is not in a satisfactory condition or if there are any damaged or broken items.

Cleaning – a common responsibility. Not a request but a MUST.

It is your common responsibility to keep the common kitchen/dining areas, hallways and toilet/bathrooms clean and tidy.

Cleaning supplies are at your own expense and are not supplied by the Housing Department of CBS. It might therefore be a good idea to share those expenses by establishing a “piggy bank” where everybody has to pay a certain amount at the beginning of the semester but this is just a suggestion. You can devise a method which suits you all best.

Daily cleaning

In order for you to keep everything clean and sanitary, there are some things that need to be cleaned every day.

Kitchen

Please wash your dishes and other kitchen utensils as soon as you have finished cooking and eating. Make sure you dry them and put them back where they belong. Do not leave them in the kitchen sink or on the drying rack.

Remember to clean the counters (and dining table) when you have finished cooking and eating.

If you have used the stove or oven, you should clean it after use.

Please sweep and wash the kitchen floor frequently.

It is equally important to take out the garbage every day. Do not leave the trash bag (or anything else) on the landing or staircase, but take it to the container in the courtyard. This is not only for your own health and safety, but also to comply with fire regulations which require that hallways and staircases are kept free from obstructions. Garbage also attracts vermin.

Toilets and bathrooms

The toilet and bathroom sink must be cleaned every day.

The shower should be dried after every use. Swipe the water from the walls and floor and make sure you remove hair and soap residue from the drain; otherwise the pipes will clog.

Weekly cleaning

It is your common responsibility to make a cleaning schedule and to make sure that everybody does his or her duty. If common areas are not cleaned by Tuesday at 9.00am at

the latest, a cleaning crew will be called in at the expense of the person or persons responsible for the cleaning that week.

Here is a list of the weekly duties:

Carpets are to be vacuumed. Vacuum cleaners are supplied for this purpose.

Please ensure that the hose is kept clean at all times and the internal dust bag is emptied and replaced every other week.

Vinyl floors should be washed.

The floor in the bathroom should be washed.

The showers must be decalcified using a calcium remover (i.e. Minus Kalk).

The refrigerators and freezers must be cleaned and old food thrown away.

The electric kettle must be decalcified with diluted acetic acid (i.e. Eddikesyre 32%). Fill half the kettle with water, and another quarter of the kettle with acetic acid. Boil the mixture and leave overnight. Pour out the mixture and boil a kettle full of fresh water and pour it out again.

Avoid:



Dust mites



Rats



Bed bugs →



Please remember that not only is an unclean residence/room not a nice place to live in but it may also develop into a serious health hazard. Therefore we expect you to keep everything nice and clean throughout the semester

Washing

The residence has laundry facilities for your use in the basement. Before using the washing facilities, please consult the manuals and other information posted.

Please respect the washing schedule and remember to keep the room tidy and clean.

The washing facilities must not be in use after 10pm.

You are not allowed to wash your clothes in your room or to dry them on the radiators in your room. Damp clothes create an unhealthy environment and can also allergies, asthma or other illnesses.

If you do not use the tumble dryer, buy a clothes rack instead (perhaps to share with the other students in the residence), which should be used in the laundry room.

Electricity and heating

Electricity and heating are quite expensive in Denmark which is why we ask you to turn off the lights and electrical appliances such as power adaptors for computers, cell phones etc. when they are not in use.

Also, when you have a shower, please try to keep it short, both for the sake of other students and also in the interests of the environment.

It is equally important to air your room. Open your windows for 10-15 minutes 2 to 3 times a day say in the morning, afternoon and before you go to bed.



The temperature in your room is controlled by the thermostat. You find the thermostat on the upper right-hand side of the radiator. It is white with numbers from 1 to 5. One type of thermostat has an arrow at the front of the thermostat with the arrow always pointing straight up. Another brand has a green label on the side of the thermostat.

If you turn the thermostat so that the arrow/mark is between the numbers 2 and 3 the temperature will be about 22 degrees centigrade. Turning the thermostat to a higher number will increase the temperature.

When the thermostat is set between 2 and 3, the thermostat will regulate the temperature in your room by itself so that the temperature is always the same, i.e. about 22 degrees Celsius. This means that if in the middle of the day the sun is shining, the radiator will be cold. On the other hand, if it is very windy, cloudy and cold, the radiator will be very hot but you will always have the same temperature in your room. Should you have a room with two radiators, both thermostats should be adjusted to the same temperature; otherwise one radiator will be cold and the other hot.

When you air your room during the winter, the thermostat will think it is very cold in your room and will increase the temperature. Therefore, if you open your window to air the room, please remember to turn down the thermostat.



Should the radiator not be working, please contact the inspectors and they will arrange for it to be repaired.

Please note that it is quite common in Denmark for building administrators to turn off the central heating from April to October. However, hot water will still be available throughout the year.

Internet

Åboulevarden Student Residence has a broad band Internet connection. If you have not brought an internet cable you can purchase one of these from an internet shop. Please note the size of the outlet socket in your room.

The following guidelines describe installation of Pro@ccess ADSL with dynamic allocation of IP-addresses in Windows 98, Windows 2000 and Windows XP. Please note that only one step differs between Windows 98 and Windows 2000/Windows XP. If you use Windows 95, follow the procedure described for Windows 98.

Click **Start**, point to **Settings** and click **Control Panel**.

Double-click **Network**.

Right-click on **Connection Icon**, click on **Properties** (for Windows 2000 and Windows XP).

Select **TCP/IP** and click **Properties**.

Click tab **IP Address** and tick **Obtain an IP address automatically**.

Click tab **WINS Configuration** and tick **Disable WINS Resolution**.

Click tab **Gateway** and remove any installed gateways.

Click tab **DNS Configuration** and tick **Disable DNS**.

Click **OK** twice and restart the computer.

The computer has now been set up to get IP address and name server addresses automatically (Dynamic Host Configuration Protocol).

If you have no internet connection at this point, try testing the cables connecting the router and the computer. Try establishing connection to the router by pinging it (transmitting test data) at the IP address by following the procedure below:

Ping test:

Windows 98

Click **Start**, point to **Programs** and then click **MS-DOS Prompt**.

Windows 2000 and Windows XP

Click **Start**, select **Run**, type **cmd** and click **OK**.

This will give you an MS-DOS prompt. Type ping 192.168.1.1 at the prompt. Note if you have too many programs open at the same time, the computer might be over busy. To solve this you can try to restart the computer.

Noise and parties

You have come to Copenhagen as a student to study and so have those with whom you share the residence. It is therefore essential that you respect that noise be kept to a minimum to provide a good study environment.

We also ask you to respect your neighbours and remind you that in general loud music etc. is not allowed after 10pm, Sunday to Thursday and after 12:00 midnight, Friday and Saturday.

You live in a regular residential area, not on a big campus.

It is not permitted to have parties in the residence hall, as the neighbours are very sensitive to noise and WILL complain to the International Office. If this should happen you will be given an official warning. If you disregard the warning, the International Office reserves the right to terminate your tenancy after a second warning.

If you have visiting guests we again ask you to respect the other students living in the residence. Please keep noise at a minimum and respect your fellow students if they ask you to be quiet.

Safety and keys

For safety reasons you must always remember to lock the door to your room when you are not there. The main door to the residence should **always** be locked, even when you are in.

It is not allowed to make copies of the keys, as this compromises the safety of the building and your fellow house mates.

If you loose your key, the replacement is at your own expense and could cost up to DKK 3,000. Please contact the Housing Department as soon as you discover the keys are missing and we will make the necessary arrangements for you to get a new set and have the locks changed if necessary.

Windows

During winter (October – April) windows should only be opened for temporary airing and not be left permanently open – not even for a little while. You may enjoy the constant fresh breeze and the burning radiator but this has a huge impact on the heating bill and if there are old window frames in your residence they will decay faster.

Even during summer, windows should only be opened when you are in. Windows must always be closed during rainfall, windy weather and similar conditions. Never leave your room without closing your window. Using the window latch is not enough since hard wind can break both the window and the window frame. This could cost you as much as DKK 3,000 for the repair.

Never leave items in the windows as they can fall or blow out of the window and cause accidents or damage.

The above also applies to the common area.

Telephone

In some rooms you will find a phone. It is for incoming calls only and if someone wishes to call you. The number can be found on your rental agreement.

If you wish to use the phone for outgoing calls, you must buy a pre-paid calling card. You can get them at convenience stores, in most supermarkets, or online at www.prepaid.dk. Follow the directions on the card. Please remember to dial 0 = zero before dialling the number.

Smoking/Fire hazards

Smoking is not allowed **anywhere** inside Åboulevarden Student Residence – including in your private room.

DO NOT:

- Use candles or other open fire sources
- Use flammable fluids when cooking

Please remember to turn off electrical appliances when they are not in use or being supervised.

- Please note and memorize where the fire extinguisher equipment is placed.
- Please make a note of the escape routes.
- Please do not block the emergency exit.

Emergency/Police

For medical emergencies please call 112 and 114 for police. For address of your local police station please look under Police and for emergency rooms under that heading.

Mail

During your stay you will probably receive some letters written in Danish. Do not despair or throw these letters away before you know what they say. For help regarding translation please feel free to contact the Housing Department for assistance.

Recycling

In Denmark we recycle

Bottles/cans should be returned to the supermarket from which you bought them. Supermarkets have automats especially for that purpose. What happens is that supermarkets add a fee for the bottles/cans when you make the purchase and this fee is then returned to you when you hand them into the automats.

Other glass bottles can be disposed of in special containers found close to your residence.

Newspapers, magazines, batteries, etc are also recycled.

Special about your residence

In your room you will find a phone. If someone wishes to call you, the number is 7012 4017, extension "room number". If you wish to use the phone, you must buy a prepaid calling card which you can buy at most convenience stores and supermarkets or online at www.prepaid.dk. The inspector responsible for the building, water and electricity is Preben Damgaard Pedersen. Phone: 3258 3570. Office hours: 8am to 8.30am. Mondays also: 5pm to 6pm. Please feel free to leave a message on his answering machine.

This concludes the important part of "need to know" about your residence. We kindly ask you to respect all of the above-mentioned to ensure a pleasant and comfortable stay here in Copenhagen for both yourself and the other students sharing your apartment or residence

SURVIVAL GUIDE – some useful information

We know that coming to a new city or country can be a frustrating experience. We have therefore tried to collect a basic survival guide to help make the first few days in Åboulevarden Student Residence a little easier.

In the following section of this booklet you will find information about shopping, banking, travelling in Copenhagen/Denmark etc.

Most Danes speak fairly good English and are always happy to help if you ask them.



How to get to the CBS buildings

From Åboulevarden you can take bus no. 3A towards Kgs. Enghave/Valbyparken, change to bus 29 towards Vanløse at the intersection H.C. Ørstedsvej-Danasvej, get off the bus at Dalgashave. To get to Solbjerg Plads and Kilen take the metro from Forum station to Frederiksberg station. Kilen is located between Fasanvej station and Solbjerg Plads. Porcelæns haven is 10 min. walk away from Fasanvej station. See also map.

Shopping for food

General shopping for food is best done at the inexpensive supermarket chain called Netto, or the one called Fakta. They both have a fairly good selection of your basic food products at a reasonable price. Please note that Lidl and Aldi do not accept foreign credit cards.

Føtex, Kvickly and Super Brugsen are supermarkets with a wider selection of goods, however, a little more expensive than Netto and Fakta. Føtex and Kvickly also carry stationary supplies, electrical appliances etc.

Be aware that supermarkets charge foreign credit cards with a transaction fee of 3% of the transaction.

Aldi: Rantzausgade 30.
Fakta: Rolighedsvej 7.
Føtex: Mimergade 124 right next to Nørrebro station.
Lidl: None
Døgnetto: Rantzausgade 19.

The opening hours are generally:

Monday-Friday	9.00am-8.00pm	
Saturday	9.00am-5.00pm	
Sunday	Closed	

Supermarkets and some other shops are open the first Sunday of the month, normally from 10am to 4pm.

Most supermarkets such as, Føtex, Kvickly (incl. Superbrugsen, Dagligbrugsen etc.) have bakeries with fresh bread and pastries. They usually open at 7am.

Most supermarkets in Denmark (but not Netto and Fakta) sell "over the counter" (i.e. without prescription) painkillers/aspirin and cough syrup etc. The regular painkillers/aspirin are called "Panodil" or the cheaper Simplex.

Halal:

Local Halal Butcher: Vigerslev Allé 34, 2500 Valby,
Aldawa Halal Slagter. Nørrebrogade 185. 2200 Copenhagen N,
Al Akhawain Halal Slagter ApS, Kurvemagerstien 69, 2300 Copenhagen S,
Guld Halal Slagter I/S, Guldbergsgade 57, st., 2200 Copenhagen N

Useful words and general prices:

English	Danish	App. Price in DKK (as of May 2010)	
Milk, 1 litre low-fat	Mælk, 1 liter letmælk	5.95	10.95
Butter, spreadable	Smør "Kærgaarden"	9.95	15.95
Bread, white sandwich	Brød, lyst toastbrød	6.75	12.95
Orange juice, 1 litre	Appelsin juice, 1 liter	10.95	
Strawberry jam, 1 glass	Jordbærmarmelade, 1 glas	7.95	12.95
Sliced ham, 1 package (for sandwiches)	Sandwichskinke, 1 pakke	8.75	15
Mixed fruit, 10 pieces	Blandet frugt, 10 stykker	20	25

Åboulevarden Student Residence, Åboulevarden 44, DK-2200 Copenhagen N

Pasta, 500 grams	Pasta, 500 gram	5	10
Rice, 500 gram parboiled	Ris, 500g parboiled	8.50	12.75
Canned tomatoes	Flåede tomater	4.25	5

Prices are based on shopping in Netto.

For further useful words please check your "Arrival Guide".

If you are into shopping for ecological food, here is where you can find two ecological supermarkets:

Egefeld Food Company

Gammel Kongevej 113
1850 Frederiksberg C

Telefon: 3328 2020

Telefax: 33 28 20 29

And at

Skolegade 19 – next to the shopping mall "Spinderiet" and the train track at Valby Station.

info@egefeld.dk

www.egefeld.dk

The shops are open 7 days a week.

Shopping – other

No doubt you will find yourself shopping for other things too. We have tried to gather a list of some of the more important places. If you are in the mood for shopping for clothes we suggest "Strøget" and the surrounding streets - please also see your "Arrival Guide" and the TimeOut at www.cbs.dk/timeout. Most stores accept major credit cards.

Opening hours vary, but a general guideline is:

Monday-Friday	10.00am-6.00pm
Saturday	10.00am-3.00pm
Sunday	Closed

The closest shopping centre is Frederiksberg Centre which you will find right behind Solbjerg Plads, one of the CBS buildings. The Metro stop is called "Frederiksberg".

Fields, the largest shopping mall in Scandinavia, opened a few years ago. The nearest Metro stop is "Ørestad".

Fisketorvet is another shopping centre. Take the S-train to Dybbølsbro station and you can see the centre on your right-hand-side from the station.

On July 1, 2005 the law for opening hours was made more flexible. This means that some shops, such as supermarkets and department stores etc. are open the first Sunday at the beginning of each month. In December all shops are open every Sunday. Other shops might also be open on Sundays.

Copenhagen is rapidly becoming one of THE fashion centres of the world. For update on which streets and parts of Copenhagen are currently IN, please check with Copenhagen This Week – the free booklet available at the International Office.

Pharmacies/Doctors

During your stay here you may find yourself in need of a pharmacy or “Apotek” as it is called in Danish. The closest one to your residence is at: Nørrebrogade 9.. The pharmacy has regular opening hours, but opposite the Central Station you will find one with a 24-hour service called Steno Apotek.

Please note that you need a prescription from a GP (doctor) to get antibiotics etc. If you need to see a doctor before you have your yellow health insurance card please check the “Arrival Guide”. Any GP you go to before you have your card will charge a fee which your traveller’s insurance should reimburse you. As soon as you have your yellow health insurance card you must see the GP written on your card or you will have to pay to see another GP.

Outside the opening hours of your GP which means from 4pm to 8am Monday through Friday, you can call the Emergency Medical Service at phone no. **70 13 00 41**. Saturday and Sunday the phone is open 24 hours a day. A GP is sitting at the other end of the phone and will ask for your CPR number and symptoms before giving you his advice, which can either be that a GP will come to your house to examine you, or he may advise you to see your own GP the next day.

Emergency room

You can find the nearest emergency room at this address: Frederiksberg Hospital at Nordre Fasanvej 57. Please note that all emergency calls are free - also from cell phones and public booths.. Please note that all emergency calls are free – also from mobile phones and public booths.

Police

Station City, Halmtorvet 20, phone: 3314 1448 or quick call 114..

Post offices

Should you need to send a letter home to your family or friends, the Danish Postal Service – Post Danmark – provides a very good service. The closest post office is at:

Åboulevarden Student Residence, Åboulevarden 44, DK-2200 Copenhagen N

Nørrebrogade 10.

The opening hours are:

Monday-Friday	10.00am-5.30pm
Saturday	10.00am-2.00pm
Sunday	Closed

If you just need a stamp you can usually get them at supermarkets (not Netto and Fakta).

There are red post boxes in all parts of the town.

On the internet www.post.dk – click “Limited English Version” and you can calculate how much it will cost you to send your letter.

Post offices are also used if you need to pay a “Giro Card” (i.e. used to pay for social activities etc.). They will charge a fee of DKK 15 for the service.

Post offices are very, very busy around the 1st of the month.

Banking

Danske Bank at Nørrebrogade 26.:

Opening hours:

Monday - Wednesday	10am-4pm
Thursday	10am-5.30pm
Friday	10am-4pm
Saturday-Sunday	Closed

Almost all banks in Denmark have ATM facilities outside the building called “Kontanten” which accept most credit cards such as Visa, MasterCard, and Cirrus etc.

International Money Transfers can be made through Western Union at Copenhagen Central Station. You can also find the shop offering the service closest to you on: <http://www.fexco.se/en/products/wu-money-transfer/find--agent-location.aspx> e.g. on Frederiksberg:

Skjold Burne Falkoner
Falkoner Allé 6

Smallegade 14
2000 Frederiksberg

Getting around in Copenhagen

In Copenhagen and in Denmark generally, you will meet a lot of people on bicycles. It is a cheap, easy and popular way to get around. There is also an impressive network of bicycle lanes, to make life safe for cyclists. If you intend to become a first time biker, please check your Arrival Guide.

City bikes

City Bike is a system by which you can use a specially designed bicycle to ride around anywhere within the Copenhagen inner-city limits. You collect a bike from one of more than 100 City Bike Racks by depositing a 20 kroner coin and you get your money back when you return the bike to any City Bike Rack. To see how and where you can find City Bikes, please go to: <http://www.bycyklen.dk/> (also in English).

Please note that riding the City Bike outside the city limits is neither smart nor cheap. If you are stopped by the police outside City Bike Country it can cost you 1,000 kroner.

Second-hand bikes

Here are some words you need to know in this connection:

Danish

Ladies' bicycle

Men's bicycle

English

Damecykel

Herrecykel

Try out www.brugtecykler.dk and click on English version. Prices start at DKK 1,895.

CBS notice boards often have bikes for sale and so does e-Campus.

Another option is the police auction. The auction is at Slotsherrensvej 113, 2720 Vanløse. The date of the next auction can be found on the website www.topauktioner.dk. The website is in Danish only but click on "cykler" and find the date for the next auction. Auctions usually start at 9am but it is wise to be there early. The closest S-train station is "Islev". You are also able to take buses numbers 12 and 22. Maybe you can get some help from your Danish buddy.

You can also rent a bike and for example, use public transportation during the winter months. Try this link: <http://www.cykelboersen.dk/english.html> (in English). The price for one month's rent starts from DKK 645 plus a small deposit.

New bikes

A third option is to buy a brand new bike. Most large supermarkets carry bicycles and the prices range from about DKK 1,000 to DKK 1,500 and upwards.

Lights are on from sunset to sunrise and this goes for bikes too. The fine for not using lights is DKK 500.

Make sure you have a good lock for your bike and take all sensible precautions against theft.

Public transportation

Please check the Arrival Guide.

If you find that you want a monthly pass, please bring a passport-sized photo to a train station and they will make it for you.

Greater Copenhagen is divided into zones. Every station has a map with an overview of all the different zones so please make sure you have the right number of zones.

If you want to take your bike on the S-train or Metro you have to pay an extra fare.

For further details on public transportation please go to www.m.dk or www.dsb.dk.

Travelling in Denmark

It is fairly easy to travel in Denmark by public transportation. Trains are comfortable and normally leave on time. You will find a number of suggestions on where to go in your Arrival Guide but if you have other plans or need further information, please go to travel-planner at www.rejseplanen.dk and click on the language you prefer. You enter the name of the town you wish to go from, and the town you wish to go to, when you want to leave or arrive, then press find. If you want to go further than Sjælland (Zealand) you are required to have a seat reservation which can also be bought at the same link. The staff at any train station will also be pleased to help you.

Cell phones

You need your Danish CPR number – **not the preliminary one we gave you when you were first registered** – in order to set up an account. We suggest you ask your Danish buddy or other Danish students what would be the best option for you. They are sure to have the latest info and will be happy to help you.

Entertainment, night life and cultural experiences

Copenhagen offers a great variety of things to do when you are not sitting at home studying. We suggest you check out www.aok.dk, click on the “Union Jack” at the top right bar for the English version. This gives you a quick overview of what is happening, where and when in the Greater Copenhagen area. You can for example find information about movies, theatres, cafés/restaurants, concerts and much, much more. If you decide to go to the movies while you are here, note that all movies are in the original language with Danish subtitles.

The following museums are completely free of charge: Statens Museum for Kunst, Nationalmuseet, Frilandsmuseet, Frihedsmuseet, Musikhistorisk Museum, Den Kongelige

Afsstøbningsamling, Told & Skat Museum, Værløse Museum, Kroppedal Museum, and Greve Museum.

Free on Wednesdays: Den Hirschsprungske Samling, Geologisk Museum, Post & Tele Museet, Thorvaldsens Museum, Orlogsmuseet, Tøjhusmuseet and Jagt og Skovbrugsmuseet.

Others: Ny Carlsberg Glyptotek (free on Sundays) and Københavns Bymuseum (free on Fridays).

We also refer you to your Arrival Guide and make the following additions.

The Student House at Købmagergade near the Round Tower has an “International Café” every Wednesday. The place is very popular and is being filled up very quickly with Danish and international students who enjoy cheap drinks and loud music. Be there early or you might end up in the queue outside. It is also a nice place to go on other weekdays for a cheap cup of coffee or hot chocolate. Their website is:

www.uradio.ku/eksterne/studenterhuset.

You will find quite a lot of suggestions and links to what to do and where to go at this link too: www.cbs.dk/timeout.

CBS has two student cafés: Café NeXus is at Solbjerg Plads with Thursday bars and a DJ plus different theme parties and live music during the year. The other is called Café La Cable located at Dalgas Have. Here they have a weekly Friday bar. The café also shows football matches when there are major tournaments. The link to both cafés is:

www.cafeerne-hhk.dk.

It would be totally impossible for us to make a complete list of all possibilities, so talk with your friends, grab a newspaper or go on the internet and find what YOU would like to do. There are endless possibilities.

On this note, we at the International Office, hope that you will have a simply terrific time here in Copenhagen and encourage you to

Make the most of your exchange

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