

Instruction

How to log in and apply for Graduate Diploma (HD) at CBS

Log in guidance

Log in to the application portal (STADS DANS) on the [enrolment page](#).

Log in to the application portal takes place through WAYF (Where Are You From); a national login service, which is used by Danish universities, NemID, etc.

There are three different ways to log on to the application portal

- Create a user profile for the application portal
- Log in via an active login to a Danish educational establishment
- Log in with NemID

The below instructions will describe the three ways to log on in detail. It is important to log on in the same way each time you log on to the application portal.

Create a user profile

Log in for the application portal via the [enrolment page](#).
Click the button "Set me up as a user"

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

Select how you want to log in:

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

New user?

If you don't have NemID or a login at a Danish University, you must first register as a user here.
Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on.
Once you are a registered user, you must log in as a self-registered user.



You will be asked to provide the following information about yourself:

- Name
- Nationality
- Email address
- Documentation of identity (copy/picture of passport or driver's license)
- Civil registration no. (in case you do not have a Danish civil registration no., you will be asked to provide your address)

When you have entered the above information and clicked on the button "Create", the system will send an email to the email address you have provided. Please note that the email can be lost in your spam filter. Click on the activation link in the email. You are then asked to create a password for the application portal.

When you log on to the application portal in the future, you must begin at www.cbs.dk/hd

under *Enrolment* and click on the button "Application Portal". You will be directed to the application portal. Click on the button "Log in as self-registered user". Use your email address and chosen password to log in to the application portal.

Log in via an active login to a Danish educational establishment

Login for the application portal via the [enrolment page](#).
Click the button "Log in"

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

Select how you want to log in:

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

New user?

If you don't have NemID or a login at a Danish University, you must first register as a user here. Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on. Once you are a registered user, you must log in as a self-registered user.

Choose your university from the WAYF institution list. You are only able to log in in this way, if you are an active student at the chosen university. You are not an active student if your last registration for a programme/course was more than one month ago.

After you have chosen your institution, you will be directed to the login page of your institution. Enter your user name and password (as previously used).

Log in with NemID

Login for the application portal via the [enrolment page](#).
Click the button "Log in with NemID"

Please be aware that your NemID must provide both your email address and your civil registration no. for the application portal. This is not always the case, so you might have to set up your NemID for this:

1. Go to the NemID website (www.nemid.nu) and click "Log on to Self-service".
2. Make sure that you have registered your email address. Check the right side of the screen. If not, then register your email address.
3. Click on 'Certificates' in the left menu under "My NemID".
4. Click "Edit settings".
5. Choose Yes when asked "Do you wish your e-mail to appear on the certificate?"
6. Write your email address.
7. Click "Save changes".
8. To confirm this change, you must provide the PIN number that is sent to the email address you have provided. Please note that the email can be lost in your spam filter.
9. After you have entered the PIN number and clicked "Confirm", you are asked to confirm the certificate settings once more.

Your NemID is now compliant with the application portal.
NB! Please check if your NemID has registered you as an anonymous user. Is this the case, you can change your NemID's settings by contacting your local Citizen Service Centre (Borgerservicecenteret).

Important!

After you have logged in using one of the above methods, you will be presented with a WAYF consent form. Check the WAYF information whether it is your email address and civil registration no. that are transferred to the application portal to make sure that you have provided the correct email address. As soon as you have accepted the WAYF consent form, the application portal is open.

Helpful hint! Press F11 to activate full-screen mode.

Oprettelse af ansøgning

Tabs

When you log on to the application portal, the page will be called "See application status". The page shows your former applications. If you have not created any applications, the page will be empty.

Create application

Exchange – not available during this intake

See status of applications

Messages

CREATE APPLICATION

Here you can create an application. Read these guidelines to learn more about what you can find on this tab.

EXCHANGE

Is not available for the diploma programmes.

SEE STATUS OF APPLICATIONS

The page shows your former applications and status of new applications.

MESSAGES

Here you can see the messages from CBS, which are sent to you regarding your application.

USER INFORMATION (ONLY VISIBLE TO SELF-REGISTERED USERS)

Here you can see your own information and change your password for the application portal. You can also edit your personal information if you for instance typed something wrong when you created your profile. **Important!** Corrections will not be integrated in already created and submitted applications.

Please contact hdoptag@cbs.dk to apply your corrections to your existing applications.

The tab "Create application"

- Your name, civil registration no. and email address will be at the top of the page.
- Under "Choose place of education", you choose the relevant institution (i.e. Copenhagen Business School) and type of education (the programme/courses you are applying for).

Choose *Part-time Diploma* if you are applying for a complete programme, either the graduate certificate (HD 1) or the graduate diploma (HD 2)

Select educational institution and programme

* Institution name: Education name:

* Type of education: Start of study from: to

Choose *Single subject – Diploma/Master* if you are applying for a single course, either as part of the graduate certificate (HD 1) or the graduate diploma (HD 2).

Select educational institution and programme

* Institution name: Education name:

* Type of education: Start of study from: to

Click "Search". A list of available programmes/courses will appear. Please note that the courses/programmes not necessarily are in alphabetical order.

Now you can search for the programme of your choice or enter a search word surrounded by asterisks (*) – in the text box at the top of the column *Education name*

Search Results

Select	Type of education	Education name	Start time
<input type="checkbox"/>	Single subject - Diploma/Master	HD 1. del - enkeltfag - Innovation & Entrepreneurship, valgfag	Aug - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Økonomistyring og Procesledelse - enkeltfag - Neuropsykologi – Ledelse, Udvikling og Innovation - Valgfag	Aug - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Organisation og ledelse - enkeltfag - Organisationsforandring og innovation - valgfag	Aug - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Innovation Management - enkeltfag - Core Lecture in Management and Economics of Innovation	Sep - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Innovation Management - enkeltfag - Strategy and Leadership for Innovation	Nov - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Marketing Management - enkeltfag - Strategisk markedsledelse, produktudvikling & innovation	Jan - 2017
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Innovation Management - enkeltfag - Management, Organization and Marketing of Innovation	Mar - 2017
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Innovation Management - enkeltfag - Management Control and Financing of Innovation	May - 2017

- Choose the programme or course your wish to apply for and click on the button "Create application". Please note that you already at this stage choose your type of registration/days of teaching if the programme/course is offered in different variants.
- As the next step, you state your nationality. This field is filled in per default, so please proceed by clicking "Create application".

- You have now moved to the next step of the application process. A process bar will inform you of the different steps before you can submit your application. Please note that you cannot navigate the process by using the "back" and "forward" buttons of the browser. Instead, you must navigate back and forth by means of the process bar.



Collect data

If you are studying or have studied at one of the listed institutions, you can collect documentation from them automatically.

If you wish to collect data from more than the institution to which you are applying, please give consent by ticking off the relevant boxes below.

Click the button "Collect data" to start the collection.

The collected data will be shown in the section "Requirements and prerequisites".

Collect data	Time of collection
<input checked="" type="checkbox"/> CBS , Copenhagen Business School	Not downloaded.
<input type="checkbox"/> AU , Aarhus University	Not downloaded.
<input type="checkbox"/> DTU , Technical University of Denmark	Not downloaded.
<input type="checkbox"/> ITU , IT University of Copenhagen	Not downloaded.
<input type="checkbox"/> KU , University of Copenhagen	Not downloaded.
<input type="checkbox"/> RUC , Roskilde University	Not downloaded.
<input type="checkbox"/> SDU , University of Southern Denmark	Not downloaded.
<input type="checkbox"/> AAU , Aalborg University	Not downloaded.

If you are or have been enrolled as a student in a university that is using STADS, you can load your exam results into the application portal instead of uploading them yourself.

If you are not or have not been enrolled as a student in one of the mentioned universities, click "Next".

Do the following to load your exam results:

- Choose the university/-ies, where you are studying or have studied. CBS will always be ticked off.
- Click the button "Collect data"

You can see the download progress of your exam results in the column "Exam results - download progress". Per default, the status will indicate "not downloaded".

When you click the button "Collect data", the status is changed to "Downloading data". This status message does not update automatically. It is only updated when you move on to the next step in the process bar and then go back to the step "Downloading data". If the status still says "Downloading data", when you have gone back, the download of your exam results is still in progress. If the status has changed to the current date and time, then the download of your exam results is complete, and the appendices of completed and current education

programmes can be seen under "Requirements and qualifications". If the download of your exam results is complete, but the system has not been able to find your exam results, you will also be notified.

Person

In the step "Person", some of your data will already have been retrieved from your WAYF-login. Just state your telephone number and a private address, on which we can reach you. You will be presented to the abbreviations "WAYF", "MAN", and "DANS". This means that your information already has been retrieved via different systems (WAYF and DANS), or that you have to enter them yourself manually (MAN).

Please also state whether you have been enrolled in the same CBS programme before and what company/organization you are employed by. If you do not have an employment at the moment then state "none".

Applied education/course

In this step, please state which class you wish to attend provided that there is possibility to choose between several classes on the chosen programme/course. You choose by dragging a wish from the box to the left over in the box to the right.

If the application portal does not ask you about which class you wish to attend there is no options to choose from on the chosen programme/course. Teaching methods and times appear from the website www.cbs.dk/hd (you can switch to English at the top) under each programme.

Please also state whether you wish to apply for an exemption or a credit transfer (only the Graduate Certificate programme (HD 1)). If so, you can upload an application. If you wish to apply for a credit transfer on the Graduate Diploma programme (HD 2) you must send your credit transfer application directly to the programme by e-mail.

Exemption

If you do not have a qualifying exam as described in the entry requirements for your programme, you can apply for an exemption. It is possible to obtain an exemption, if it is assessed that your educational qualifications are equivalent to one of the qualifying exams. The requirement of relevant professional experience (when applying for the graduate diploma (HD 2)) is **not** subject to an exemption. The applicant is required to have at least 2 years of professional experience obtained along with the studies or after the qualifying exam. Fill out the application for exemption (find it [here](#)) and upload it together with the proper documentation. The instructions are on the application form.

Credit transfer (only when applying for the graduate certificate (HD 1))

Credit transfer may be relevant to students, who have passed courses, which, in terms of extent, content, and level, is equivalent to one or more of the courses in the graduate certificate programme (HD 1).

Fill out the application for credit transfer (find it [here](#)) and upload it together with the proper documentation. The instructions are on the application form.

Requirements and prerequisites

In this step, you must document your education background and state your upper secondary or higher education and relevant professional experience (depending on the courses/programme you are applying for). If you have made use of electronic data exchange, your exam results can be found in pdf-files in these fields. If your exam results have not been retrieved, you have to upload proof that you meet the entry requirements. Regardless of

whether the system has retrieved the information or not, it is your responsibility to make sure that all relevant information is registered in this step.

If you are not a Danish or a Scandinavian citizen you must document Danish skills (find the requirement [here](#)).

Important! If you are missing any documentation in this application process, then upload a document that explains the situation and indicate the date for when you will upload the final documentation. When you have submitted your application to CBS, you are not able to upload any appendices until the case worker has registered that your application is accompanied by applications and thus opens the application for you.

Documentation for meeting the entry requirements must be uploaded before the beginning of the first semester.

Show application

Here you can see what you have indicated and uploaded to your application.

Submit application

Submit the application electronically to CBS by clicking "Submit application". As soon as you have submitted your application, you are no longer able to edit it, unless the case worker returns it and asks for more information. However, you can still view and read all the applications you have submitted under the step "See application status".

Helpful hints

- You can always save your application as a draft, as long as you have not submitted it. Click on the button "Save draft" at the bottom right corner. See your status under the tab "See application status".
- Please also note that you only can apply for one programme or course at the time. If you wish to create another application, go to the tab "Create application".
- It is possible to reuse your documentation from former applications created in this system. Click the button "Reuse documentation from former applications" (shown at every upload function).

Are you applying for a single course in the diploma programme?

If you wish to apply for more than one single course, you must create an application for each course (Single course - Diploma/Master). Please note that some courses have several registration options and different teaching times. This will appear from the course name. When you apply for a course, you have thus already chosen the type of registration and time of teaching (if several variants are offered).

Are you applying for a complete course package?

If you wish to register for a complete course package in the diploma programmes, you must choose programme, type of registration and time of teaching (Part-time education - Diploma/Master). The course catalogue varies, which is why some programmes do not appear with type of registration and time of teaching - and others appear in two or more variants.

Questions

Any questions related to the application portal can be directed to CBS IT Support at: help@student.cbs.dk

Last update 15 june 2016