

FORM FOR APPLICATION FOR AN EXEMPTION FOR THE ENTRY REQUIREMENTS FOR GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION

Name and address:	Date of birth:
	E-mail:

Read the instructions for the form before filling it out. You must either upload the form to the online application platform enclosed with your application for admission or send it by e-mail to hdtilmelding@cbs.dk if you only are applying for exemption.

*(Remember to save the file before you send it, and it **must** be send as only one PDF-file)*

Graduate Certificate

Secondary educations (attach résumé, see instructions)

Graduate Diploma – (Specify programme): _____

Qualifying degree (attach résumé, see instructions)

Passed exams / courses which form the basis for the application (copy must be attached):

Date:	Signature: <i>(not necessary when uploading to the online application platform)</i>

Must be filled out by the study secretariat:
<input type="checkbox"/> The application is accepted Study secretariat stamp, date and signature:

This exemption is granted in accordance with Executive Order no. 1098 of 19/09/2007

SEE NEXT PAGE FOR INSTRUCTIONS

INSTRUCTIONS

Exemption can be granted to applicants who do not meet the entry requirements, if the applicant has qualifications that are equivalent, and is estimated to complete the program.

Fill out the form and attach your résumé. It is important that you enclose documentation for the programs/courses mentioned in the résumé. The documentation must be certified and in copy.

If the exemption application is not submitted with the application for admission to Graduate Diploma, you MUST – if an exemption is granted – submit a COPY of the front of this form ALONG with the application for admission to Graduate Diploma.

GRADUATE CERTIFICATE

To gain exemption for Graduate Certificate the applicant must have special competence in the subjects that correspond to:

Secondary education:

E.g. Baccalaureate, HF, HHX, HTX, Danish / French Baccalaureate (DFB) or other foreign secondary school. We look at skills in English and Mathematics at secondary level and work experience. **If your application is approved without mathematics at B level, we recommend that you read this before entering the study.**

GRADUATE DIPLOMA

To gain exemption for Graduate Diploma the applicant must have special competence in the subjects that correspond to:

Qualifying degrees:

Graduate Certificate and BSc are examples of qualifying exams for Graduate Diploma. Other educational backgrounds may also provide access if they contain similar level in the following subject areas:

- Business Economics competencies equivalent to Graduate Certificate
- Competencies in Business Economics Methodology and project work equivalent to Graduate Certificate
- Basic Skills in Economics and Business Law
- Basic skills in data analysis, including knowledge of uncertainty concept's importance in economy

Documentation of education must include a statement of ECTS, exam form and preferably curriculum, so that we can assess the extent, level and content. Remember to specify which Graduate Diploma programme the exemption is sought for.

Please note that the special permit only allows access to Graduate Diploma study at the institution. This means that the applicant cannot use or rely on one of CBS approved exemption, if applied for transfer or absorption by another Graduate Diploma institution offering in Denmark.

Send the application to the admission office on hdtilmelding@cbs.dk

You will receive the answer in your e-Boks.