

# INTERNSHIPS for students at CBS

new inputs for your company

## Building bridges between companies, students and CBS

Many CBS students have the possibility of doing an academic internship as a part of their study programme. An internship bridges the gap between companies, students, and CBS, and enables the student to connect theory with practical experience. The intern may not receive a regular salary, but a small gratuity is permitted. The length of the internship period and number of hours may vary pending on the student's study programme. This has to be clarified with the individual intern.

## Elements of the internship

An academic internship should be seen as a learning opportunity for the student, and not an ordinary employment. CBS students are able to use the latest academic knowledge, new methods, or perspectives, when solving specific tasks, e.g. conducting analyzes, develop a strategy or develop parts of new or existing product. The work assignments should be relevant and on an appropriate level, i.e. bachelor level for bachelor students and master level for master students. The complexity and the difficulty of the tasks should also match the frame of the agreed internship period. Furthermore, each student needs to have the individual internship and tasks approved by CBS.

## Benefits for your company

Your company will get an open minded, inquisitive and engaged intern from CBS. Through daily interaction with the intern, your company will connect to the educational and research environment at CBS. You can thereby acquire theoretical and methodical input, and new perspectives for your organization. You will also get help to solve specific challenges or tasks.

## Academics

An academic internship at CBS is always concluded with an exam at CBS. The academic requirements and the specific exam form depends on the student's study programme. The exam is often a written report, but some study programmes also have an oral exam. The precise learning objectives for the student and additional literature is stated by CBS. The company is not a part of the exam process.

## Commitment of the company

Hosting an internship requires an investment from all parties in terms of time, commitment, planning, and matching expectations. An academic internship is a learning process for the student, but the student should also be included in the community of the organization and treated on equal terms with the employees of the organization. Your company is expected to appoint a contact person who can introduce the intern to the company, and support and help the intern when needed. During the internship, the intern may need to follow a course at CBS, so some flexibility may be required in regards to scheduling.

## Next step

If your company is interested in having an intern, please read the information and guidelines below. It is free to post internship advertisements on <https://careergate.cbs.dk>

## Practical information

Tips for planning an internship

- Start planning early in advance – preferably six months before the intern starts.
- Consider whether your company would prefer an undergraduate or graduate student, and whether you are aiming for students from certain programmes at CBS. CBS business can help to find relevant programmes.
- Consider the scope of the tasks, and whether the intern should work full time, or just a few hours a week.
- Plan according to semester structure with employment from the end of August to the end of December or from the end of January to the end of May. Please note that some programmes at CBS have specific requirements for the placement of the project period.
- It is recommended to give the student independent assignments that can be completed within the timeframe of the internship, and preferably assignments that can be documented in an exam report.
- Please assign a contact person who can introduce the intern to the company and support and help the intern when needed.
- Consider whether you would like to give the student an acknowledgment and/or reimburse some expenses – and if so, how much you would like to offer.
- Please upload your internship advertisement on [careergate.cbs.dk](https://careergate.cbs.dk)

## Danish students' grants (SU) and gratuity

The student may receive SU during the entire internship period, but may not receive salary – even if the student does not receive SU. As a host, you can give the student a small little gratuity of max. dkk 3000 per month. The gratuity cannot be given as a fixed income the student may expect to receive, and the acknowledgment is taxable. It is voluntary whether you would like to give the student this type of acknowledgment. If the internship takes place abroad, other conditions may apply.

## Reimbursement of documented expenses

As a host, you may also choose to reimburse the student's expenses related to the internship, e.g. transport expenses. The expenses can be covered either fully or partially. Any reimbursement of expenses does not affect the student's SU. The student must keep the documentation of the expenses and documentation of any reimbursement of expenses. If the internship takes place abroad, other conditions may apply.

## Confidential information

It is recommended to clarify the student's access to the company's confidential data. You may also like to clarify if there should be any delimitations on how sensible matters may be reported in the student's final exam report, and whether confidential information should be anonymized. Please note that the student has the opportunity to submit the exam paper as confidential material.

## Copyright

As a rule, the student owns the copyright of the exam report. If the project is within the host's core area, other rights will normally belong to the company.

# INTERNSHIPS AT CBS BACHELOR

STUDY PROGRAMME	SPRING	AUTUMN	INTERNSHIP
BSc in Business, Asian Language and Culture (International Business in Asia)		●	Optional
BSc in Business Administration and Digital Management		●	Optional
BSc in Business Administration and Service Management		●	Optional
BSc in Business Administration and Sociology		●	Optional
BSc in International Business and Politics	●	●	Optional
BSc i Erhvervsøkonomi (HA-almen)		●	Optional
HA i Europæisk Business		●	Optional
HA i Markeds- og Kulturanalyse		●	
HA i Erhvervsøkonomi og projektledelse		●	Optional
HA i Erhvervsøkonomi og filosofi		●	Optional
HA i Erhvervsøkonomi og informationsteknologi		●	Optional
HA i Erhvervsøkonomi og Virksomhedskommunikation	●		Mandatory
HA i Erhvervsøkonomi og Psykologi		●	Optional

# INTERNSHIPS AT CBS GRADUATES

STUDY PROGRAMME	SPRING	AUTUMN	INTERNSHIP
MSc in Social Science - Management of Creative Business Processes		●	Optional
MSc in Social Science - Organisational Innovation and Entrepreneurship		●	Optional
MSc in Social Science - Public Management and Social Development		●	Optional
MSc in Social Science - Service Management	●		Mandatory
MSc in Social Science in Organisational Innovation and Entrepreneurship - Strategic Design and Entrepreneurship		●	Optional
Cand.ling.merc. - Interkulturelle markedsstudier med spansk, tysk eller fransk		●	Optional
MA in International Business Communications - Intercultural Marketing		●	Optional
MA in International Business Communications - Multicultural Communication in Organizations		●	Optional
Cand.merc.(kom.) - Erhvervsøkonomi og Virksomhedskommunikation		●	Optional
Cand.merc.(psyk.) - Erhvervsøkonomi og Psykologi		●	Optional
MSc in Business Administration and E-business	●	●	Optional
MSc in Business Administration and Information Systems - Data Science		●	Optional
MSc in Business Administration and Information Systems - Digitalization		●	Optional
MSc in Business Administration and Philosophy		●	Optional
MSc in Business, Language and Culture - Business and Development Studies	●	●	Optional
MSc in Business, Language and Culture - Diversity and Change Management	●	●	Optional
MSc in International Business and Politics	●	●	Optional