

APPLICATION FORM – ADMISSION CARD (ASSESSMENT OF COMPETENCIES) FOR GRADUATE DIPLOMA PROGRAMMES

What is an assessment of competencies for the Graduate Diploma programmes?

If you do not fulfill the entry requirements for the Graduate Diploma, you still have a chance to get admission, **if you can document** that you through education/courses, work experience, voluntary work etc. have achieved **competencies** corresponding to the **entry requirements**.

What should I do?

- Fill out the **form** below.
- Find relevant **documentation for your competencies** and add **appendix No**. Examples of documentation is a certificate of previous educations and/or courses, course descriptions, documentation for employment and work experience with a clear specification of responsibility- and work field or a description of voluntary work. **Please be accurate with your documentation!**
- Attach your **résumé**, which should present a clear overview of your educational background, work experience, voluntary work etc.
- Send your application in **one PDF file** to the Admission Office of the Graduate Diploma hdtilmelding@cbs.dk.

How do I receive a response?

You will receive a letter with the decision of your application. A rejection will be well-founded. You can also get a conditional admission card, in which might have to take one or more qualifying supplementary courses.

Cost of assessment?

It is free to obtain an admission card (assessment of competencies).

Do you have questions about the application?

Contact the Admission Office of the Graduate Diploma on (+45) 3815 5702 or hdtilmelding@cbs.dk.

FILL IN THE APPLICATION FORM

1. Personal information

Full name, address, zip code and city	Birth date and -year
	Email address
	Telephone number

Date	Signature

2. I am applying for an assessment of competencies because of the following reason (select the relevant reason):

- A.** I do not have a qualifying degree.
- B.** I do not have two years of relevant work experience, obtained during or after my qualifying degree.
- C.** I do not have a qualifying degree + I do not have two years of relevant work experience, obtained during or after my qualifying degree.

3. Higher educations/courses:

Attach documentation + possibly course descriptions

Which education/institution: _____

Graduation year: _____ Appendix No.: _____

Which education/institution: _____

Graduation year: _____ Appendix No.: _____

Which education/institution: _____

Graduation year: _____ Appendix No.: _____

4. Work experience / involvement in association work / voluntary work:

Attach documentation and remember descriptions of content, job function, area of responsibility etc.

Job title: _____

Firm / association: _____ Hours/week: _____

Period of employment (mo./year-mo./year): _____ Appendix No.: _____

Job title: _____

Firm / association: _____ Hours/week: _____

Period of employment (mo./year-mo./year): _____ Appendix No.: _____

Job title: _____

Firm / association: _____ Hours/week: _____

Period of employment (mo./year-mo./year): _____ Appendix No.: _____

5. Attached résumé

Attach your résumé Appendix No.: _____

6. Fill out the table below *(Do not fill this out, if you selected reason 2-B)*

Describe below how you have achieved the competencies within the mandatory courses at Graduate Diploma

Mandatory courses at Graduate Diploma	Work experience covering the same academic area	Employer	Period <i>(mo./year- mo./year)</i>
Managerial Economics			
Data analysis			
Economics			
Business law			
Business Research Methods			