

COPENHAGEN BUSINESS SCHOOL

EXCHANGE FACT SHEET



2023-2024



COPENHAGEN BUSINESS SCHOOL
HÅNDELSØJSKOLEN



CBS SHORT FACTS

Copenhagen Business School (CBS) is Denmark's largest educational and research institution within business administration and economics in a wide sense. CBS has 20,000 full-time and part-time business students.

CBS holds the prestigious "triple-crown" accreditation: AACSB, EQUIS and AMBA. Furthermore, CBS is a member of the CEMS alliance and PIM network.

The university is committed to providing business-related education programmes and continuing education for the public and, in particular, the private sector.

Programmes are based on a strong and internationally renowned research base which CBS works consistently to strengthen. CBS has a Center of Excellence, funded by the Danish National Research Foundation, and has received five European Research Council Grants.

CBS is committed to communicating knowledge and new ideas to tomorrow's business leaders and society in general. Its main contribution in this field is research and research-based education, and investment in research and high academic standards is therefore crucial to CBS' contribution to society.

USEFUL LINKS

COPENHAGEN BUSINESS SCHOOL: cbs.dk/en

INFORMATION FOR EXCHANGE STUDENTS: cbs.dk/exchange

INTERNATIONAL SUMMER UNIVERSITY (ISUP): cbs.dk/isup

VIDEOS - CBS STUDENT LIFE: studentlife.cbs.dk/video/

NATIONAL COVID INFORMATION: en.coronasmitte.dk/

CAMPUS

CBS has an urban campus in Frederiksberg, an integrated part of Copenhagen. The four Metro stops on campus makes for easy access to downtown Copenhagen as well as the airport. Our contemporary campus buildings offer state-of-the-art student facilities.

CBS has taken significant steps to operationalize sustainability in research and teaching. Campus Services is working toward the UN Sustainable Development Goals (SDGs).



SEMESTER EXCHANGE

Each year, approximately 1,200 exchange students from our partners around the world, as well as freemovers from non-partner universities, find their way to CBS. Exchange students can choose to attend for either the fall semester, spring semester, or for a full academic year.

COURSES

All courses available for exchange students are part of the regular CBS english programs course offering. Swedish and Norwegian speaking students can take courses taught in Danish by special request.

The fall semester courses are published in mid-March and the spring semester courses are published in mid-September.

- **Undergraduate courses** (Bachelor level):
cbs.dk/undergrad
- **Graduate courses** (Master level), including CEMS/ Double Degree: cbs.dk/grad

By Danish regulations, exchange students are required to take 30 ECTS credits. As most courses are 7.5 ECTS, a student will typically take 4 courses per semester. 30 ECTS credits correspond to 825 Student Work Hours.

DANISH LANGUAGE COURSES

During the semester a credit-bearing Danish language course is offered. Students can take the Danish course on top of their 30 ECTS.

A [Danish Crash Course](#) is offered the week prior to the Introduction Week

NOMINATION PROCEDURE

All exchange students must be formally nominated by their home university. The home school must complete a CBS nomination form and e-mail this to CBS Inbound Managers at inboundexchange@cbs.dk.

ENGLISH LANGUAGE REQUIREMENTS

Please see our [English Proficiency FAQ](#).

FALL SEMESTER 2023 (AUGUST - JANUARY)

DANISH CRASH COURSE: 21 - 25 August 2023

EARLIEST HOUSING ARRIVAL DATE: 18 August 2023

LATEST ARRIVAL DATE: 27 August 2023

MANDATORY INTRO PROGRAM: 28 August - 1 September 2023

FALL SEMESTER START: 1 September 2023

EXAMS: December 2023/January 2024

Most exams will be scheduled before Christmas, but some Q2 exams are held in January.

FALL SEMESTER ENDS: December 2023/January 2024

NB: Exam dates vary so students should not book their return flights until exact exam dates are published

SPRING SEMESTER 2024 (JANUARY - JUNE)

DANISH CRASH COURSE: 15 - 19 January 2024

EARLIEST HOUSING ARRIVAL DATE: 12 January 2024

LATEST ARRIVAL DATE: 21 January 2024

MANDATORY INTRODUCTION PROGRAM: 22 - 26 January 2024

SPRING SEMESTER START: 1 February 2024

EXAMS: May/June 2024

SPRING SEMESTER ENDS: 30 June 2024

NB: Exam dates vary so students should not book their return flights until exact exam dates are published

APPLICATION PROCEDURE

Nominated exchange students will receive an e-mail from CBS with further instructions on how to apply.

The following documents must be submitted as PDF files via the online registration flow:

- Updated university transcript in English
- Proof of English proficiency
- Resume/CV in English
- Copy of passport (photo page only)

RESIDENCE PERMIT REQUIREMENTS

- **From the Nordic countries:** No residence permit is required if staying less than six months.
- **From EU and EEA countries:** A residence permit is required to stay in Denmark for more than three months. This is applied for in Denmark upon arrival.
- **Other nationalities:** MUST have their residence permit secured before leaving their home country. If their citizenship allows them to travel visa-free to Denmark they may apply for the residence permit upon arrival to Denmark”

CBS will e-mail the necessary application forms to each student. For more information please see newtodenmark.dk on how to apply.

STUDENT SERVICES AND FACILITIES

Please visit our [Anticipating Arrival Guide](#) for information about our:

- Introduction week
- Buddy program and exchange social program
- Student facilities
- Living expenses
- CBS has a renowned Buddy program with airport pick-up and many social activities

HOUSING

There is a limited amount of housing for incoming exchange students. The CBS Housing Department has access to a number of privately owned dorms.

HOUSING application is made via a link sent by e-mail to all registered exchange students. Precise dates will be announced online at cbs.dk/housing.

In the fall semester only, the CBS Housing Department facilitates a private housing option as supplement to dorm accommodation. Private housing is only available in the fall semester.

DEADLINES

NOMINATION FROM UNIVERSITY:

Fall/full year: 15 April 2023

Spring: 15 October 2023

EXCHANGE APPLICATION:

Fall/full year: late April 2023

Spring: late October 2023

COURSE SELECTION:

Fall/full year: late April 2023

Spring: late October 2023

ACCOMMODATION APPLICATION:

Fall semester: late May

Spring semester: mid - November



CBS SUMMER UNIVERSITY

The International Summer University Program (ISUP) is research-based and designed to meet the lifelong learning and leadership development needs of the students. Every year, around 2300 students representing more than 60 different nationalities join us for 3 or 6 intensive weeks. It is an international summer experience!

COURSES

ISUP offers approximately 50 English taught courses carried out by international and local faculty members.

Three or five weeks of intense studying are followed by an exam. At ISUP there are two exam formats; home project assignment written in parallel with the course, and 4 hour written sit-in exam.

Students can take up to two 7.5 ECTS courses (15 ECTS in total). This is equal to half a semester's full course load at CBS.

More information on ISUP course offer is found under [International Summer University - Courses and Exams](#).

NOMINATION PROCEDURE

All exchange students must be formally nominated by their home university. The home coordinator must fill out a CBS nomination form and e-mail this to the ISUP Coordinator at isup@cbs.dk by the deadline.

APPLICATION PROCEDURE

Nominated exchange students will receive an e-mail from CBS with further instructions on how to apply.

The following documents must be submitted as PDF files via the online registration flow:

- Updated university transcript
- Copy of passport (photo page only)

** Students nominated to ISUP 2023 are counted into the exchange balance for the academic year 2022/2023 **

ISUP 2023 (JUNE - AUGUST)

DEADLINES:

Nomination deadline: 20 February 2023

Online application and course selection: 7 February 2023 at 12:00/noon - 14 March 2023 at 23:59 (CET).

WELCOME DATES:

ARRIVAL DAY: 23 June 2023

WELCOME PARTY: 24 June 2023

INTRO DAY: 26 June 2023

COURSE DATES:

3 week courses: 27 June - 14 July 2023

6 week courses: 26 June - 4 August 2023

EXAM PERIOD:

Home assignments written in parallel with the course:

3 week courses: 27 June - 14 July 2023

6 week courses: 26 June - 4 August 2023

4 hour written sit-in exam, 3 week courses: 14 July.

4 hour written sit-in exam, 6 week courses: 31 July - 4 August 2023.



CBS INTERNATIONAL OFFICE

ADDRESS: Finsensvej 6D,
DK-2000 Frederiksberg

PHONE: +45 3815 3006 (Reception)
EMAIL: rec.intoff@cbs.dk

ERASMUS CODE: DK KOBENHA05
PIC CODE: 998706666

MANAGEMENT

MR. WILBERT VAN DER MEER
Director of International Programs
wm.stu@cbs.dk
Cell: +45 2174 6905

OUTBOUND & CONTRACT MANAGEMENT

MR. SCOTT LEWIS
Deputy Director & Team Leader
scle.stu@cbs.dk
Ireland, United Kingdom and USA

MS. METTE KLOCH
Senior Advisor
mekl.stu@cbs.dk
Canada, Czech Republic, Estonia, Finland,
Hungary, Iceland, Lithuania, Norway,
Poland, and Sweden
Structured exchange programs & EMT

MR. ANDERS FOLKMANN
International Program Manager
af.stu@cbs.dk
China, Hong Kong, Indonesia, Malaysia,
Singapore, Taiwan, Latin America and Spain

MS. LOUISE HOFF BYRNAK
International Program Manager
lhb.stu@cbs.dk
Australia, Austria, Germany, India, Japan,
New Zealand, South Korea, Switzerland and
Thailand

MR. JESPER HOEGH MADSEN
Erasmus Coordinator & International
Program Manager
jhm.stu@cbs.dk
Belgium, Egypt, France, Greece, Israel,
Italy, Morocco, the Netherlands, Portugal,
South Africa and Turkey

MS. PIA JAKOBSEN
Erasmus Assistant
erasmus.intoff@cbs.dk

MS. CATHERINE LAYOLLE
International Program Manager
clbu.stu@cbs.dk
Aurora network, short term programs

INBOUND

MS. ANETTE HOVE COX
Team Leader & International Program
Manager
inboundexchange@cbs.dk
Academic Advisor - undergraduate

MS. EDITA ARLAUSKAITE
International Program Manager
inboundexchange@cbs.dk
Academic Advisor - graduate

Ms. PIA ROENNOW TORP
International Program Manager
inboundexchange@cbs.dk
Academic Advisor - Structured exchange
programs

DOUBLE DEGREE & CEMS

MS. RENE BARSEGHIAN
Team Leader, Program & Corporate
Relations Manager
cems@cbs.dk or doubledegree@cbs.dk

MS. Wafa EL MOUMI NIELSEN
International Program Manager
cems@cbs.dk or doubledegree@cbs.dk

CBS SUMMER UNIVERSITY ASSOC. PROF. MARTIN JES IVERSEN

Academic Director
mji.si@cbs.dk
Academic CSU questions

MR. CASPER LINDBLAD ANDRESEN
International Program Manager
isup@cbs.dk
Administrative CSU questions & partner
university contact

GENERAL CSU INQUIRIES
General inquiries, nominations and
application questions to: isup@cbs.dk

HOUSING

MS. JESS GRELL MALTEN
Housing Coordinator
housing.intoff@cbs.dk

MS. DORTE BRIX
Housing Assistant
housing.intoff@cbs.dk