

# COPENHAGEN BUSINESS SCHOOL

## EXCHANGE FACT SHEET

# 2023-2024



# 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](https://cbs.dk/en)

**INFORMATION FOR EXCHANGE STUDENTS:** [cbs.dk/exchange](https://cbs.dk/exchange)

**INTERNATIONAL SUMMER UNIVERSITY (ISUP):** [cbs.dk/isup](https://cbs.dk/isup)

**VIDEOS - CBS STUDENT LIFE:** [studentlife.cbs.dk/video/](https://studentlife.cbs.dk/video/)

**NATIONAL COVID INFORMATION:** [en.coronasmitte.dk/](https://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](https://cbs.dk/undergrad)
- **Graduate courses** (Master level), including CEMS/ Double Degree: [cbs.dk/grad](https://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](mailto: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](http://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](http://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



# INTERNATIONAL 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](mailto: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](mailto:rec.intoff@cbs.dk)

**ERASMUS CODE:** DK KOBENHA05  
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## MANAGEMENT

### MR. WILBERT VAN DER MEER

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## OUTBOUND & CONTRACT MANAGEMENT

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Structured exchange programs & EMT

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## INBOUND

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### MS. EDITA ARLAUSKAITE

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Academic Advisor - graduate

### Ms. PIA ROENNOW TORP

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## DOUBLE DEGREE & CEMS

### MS. RENE BARSEGHIAN

Team Leader, Program & Corporate  
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### MS. CATHERINE LAYOLLE

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## ISUP

### ASSOC. PROF. MARTIN JES IVERSEN

Academic Director  
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Academic ISUP questions

### MR. CASPER LINDBLAD ANDRESEN

International Program Manager  
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Administrative ISUP questions & partner  
university contact

### GENERAL ISUP INQUIRIES

General inquiries, nominations and  
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## HOUSING

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