



| INSTITUTION DATA  | DETAILS  |
|---|--|
| <b>Name</b>   | Copenhagen Business Academy (Cphbusiness)  |
| <b>Erasmus Code</b>   | DK KOBENHA 57 – PIC 949551819  |
| <b>Postal address Campus Søerne</b>   | Cphbusiness<br>Campus Søerne<br>Cphbusiness International<br>Nansensgade 19, DK-1366 Copenhagen K<br>Denmark   |
| <b>Website</b>  | <a href="http://www.cphbusiness.dk/english/">http://www.cphbusiness.dk/english/</a>  |
| <b>Head of International Relations</b><br><i>Partnership portfolio</i>                                  | Ms. Henny Melgaard Nielsen<br>E-mail: <a href="mailto:hmn@cphbusiness.dk">hmn@cphbusiness.dk</a><br>Tel.: +45 3615 4601  |
| <b>International Consultant</b><br><i>Teacher and staff exchange<br/>Internship abroad</i>              | Ms. Annett Borchardt<br>E-mail: <a href="mailto:anb@cphbusiness.dk">anb@cphbusiness.dk</a> / <a href="mailto:internshipabroad@cphbusiness.dk">internshipabroad@cphbusiness.dk</a><br>Tel.: +45 3615 4501 |
| <b>International Coordinator</b><br><i>Outgoing exchange students</i>                                   | Ms. Lone Lundgaard Jensen<br>E-mail: <a href="mailto:llj@cphbusiness.dk">llj@cphbusiness.dk</a> / <a href="mailto:outgoing@cphbusiness.dk">outgoing@cphbusiness.dk</a><br>Tel.: +45 3615 4969            |
| <b>International Coordinator</b><br><i>Incoming exchange students<br/>International student affairs</i> | Ms. Helen Duus Møllerskov<br>E-mail: <a href="mailto:hdm@cphbusiness.dk">hdm@cphbusiness.dk</a> / <a href="mailto:incoming@cphbusiness.dk">incoming@cphbusiness.dk</a><br>Tel.: +45 3615 4718            |



| <b>PRACTICAL INFORMATION</b>                     |   |
|--|---|
| <b>Nominations</b>                               | <p>Nominations are made online. Students can only be nominated for one semester.</p> <p><b>Deadlines for nominations:</b><br/>           April 15th - nominations for the autumn semester<br/>           October 15th – nominations for the spring semester</p> <p>For the purpose of requiring a visa, Non EU students must be nominated as early as possible (April 1st /October 1st).</p>  |
| <b>Language of instruction</b>                   | <p><b>All instruction is in English and based on dialogue, group work and presentations.</b></p> <p>Students <b>MUST</b> have English qualifications corresponding to <b>TOEFL 550 or IELTS 6.0. or Level B2 on Common European Framework for Languages</b> in order to be able to participate in class. Official language tests are not required, but we expect that our partner institutions ensure that the nominated students' level of English meets the above mentioned criteria.</p> <p>Please note a student's ability to read, write, speak and understand English will highly influence the quality of the study abroad period and the student's ability to pass exams.</p> <p>As an extra service to our international exchange students and partners and to ensure a satisfactory academic outcome of the students' stay here, we may choose to interview nominees by telephone or a virtual meeting before accepting them for a study programme. <b>Cphbusiness reserves the right to reject students whose level of English is evaluated as unsatisfactory during such an interview.</b></p>  |
| <b>ECTS</b>                                      | Mandatory 30 ECTS during one semester / Approximately 12 American credits   |
| <b>Website</b>                                   | <a href="https://www.cphbusiness.dk/english/admission/exchange-students/">https://www.cphbusiness.dk/english/admission/exchange-students/</a>   |
| <b>Structure, practical approach and courses</b> | <p>Cphbusiness' programmes are interdisciplinary and <b>students must follow a full semester package of 30 ECTS</b>. This means that students are <u>not</u> able to select individual courses/classes.</p> <p>Group work, presentations and class-based dialogue are core elements in each programme. <b>The approach is practical and applies theories in practice with cases that are inspired by or made in cooperation with real companies.</b> Courses are cross-curricular and exams integrate 2 or more academic areas at the time. This will also appear from the final transcript of records.</p> <p>The following video may be helpful: <a href="https://www.youtube.com/watch?v=GoGI_eKthi0">https://www.youtube.com/watch?v=GoGI_eKthi0</a>.</p> <p><b>The course catalogue for all exchange programs is mailed to coordinators as well as students. For a full curriculum of all study programmes, please visit the website <a href="https://www.cphbusiness.dk/english/study-programmes">https://www.cphbusiness.dk/english/study-programmes</a></b></p> <p>Students who wish to apply for a semester at a top-up programme (3<sup>rd</sup> year) have to fulfil certain academic prerequisites. Places are limited and Cphbusiness faculty will assess the applicants. The majority of exchange students attend a semester at AP degree level (1<sup>st</sup> and 2<sup>nd</sup> year).</p> |
| <b>Approximate semester dates</b>                | <p>Autumn semester: End August to January 31<sup>st</sup><br/>           Spring semester: End January to June 30<sup>th</sup></p> <p>Nominated students will receive information about the exact dates once registered for a semester.</p> <p><b>Exams can take place during the last 2 months of each semester. It is not possible to inform students about the exam dates at the beginning of the semester. Students must therefore be prepared to be in Denmark until the official end date of the semester.</b></p>   |
| <b>Introduction &amp; welcome</b>                | <p>Spring semester: ultimo January<br/>           Autumn semester: mid August</p>   |
| <b>Housing information</b>                       | Students are responsible for finding their own accommodation. Information and advice is provided through webinars and meetings.   |
| <b>Average cost of accommodation</b>             | 400 – 700 Euro per month  |
| <b>Average cost of living</b>                    | 400 – 500 Euro per month  |
| <b>Average cost of books</b>                     | 400 Euro per semester   |

