

# INTERNSHIP

INFORMATION FOR COMPANIES



cphbusiness

COPENHAGEN BUSINESS ACADEMY

“OUR STUDENTS ARE  
**TOP MOTIVATED**  
AND **HARD-WORKING**”

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# PRACTICAL INFORMATION

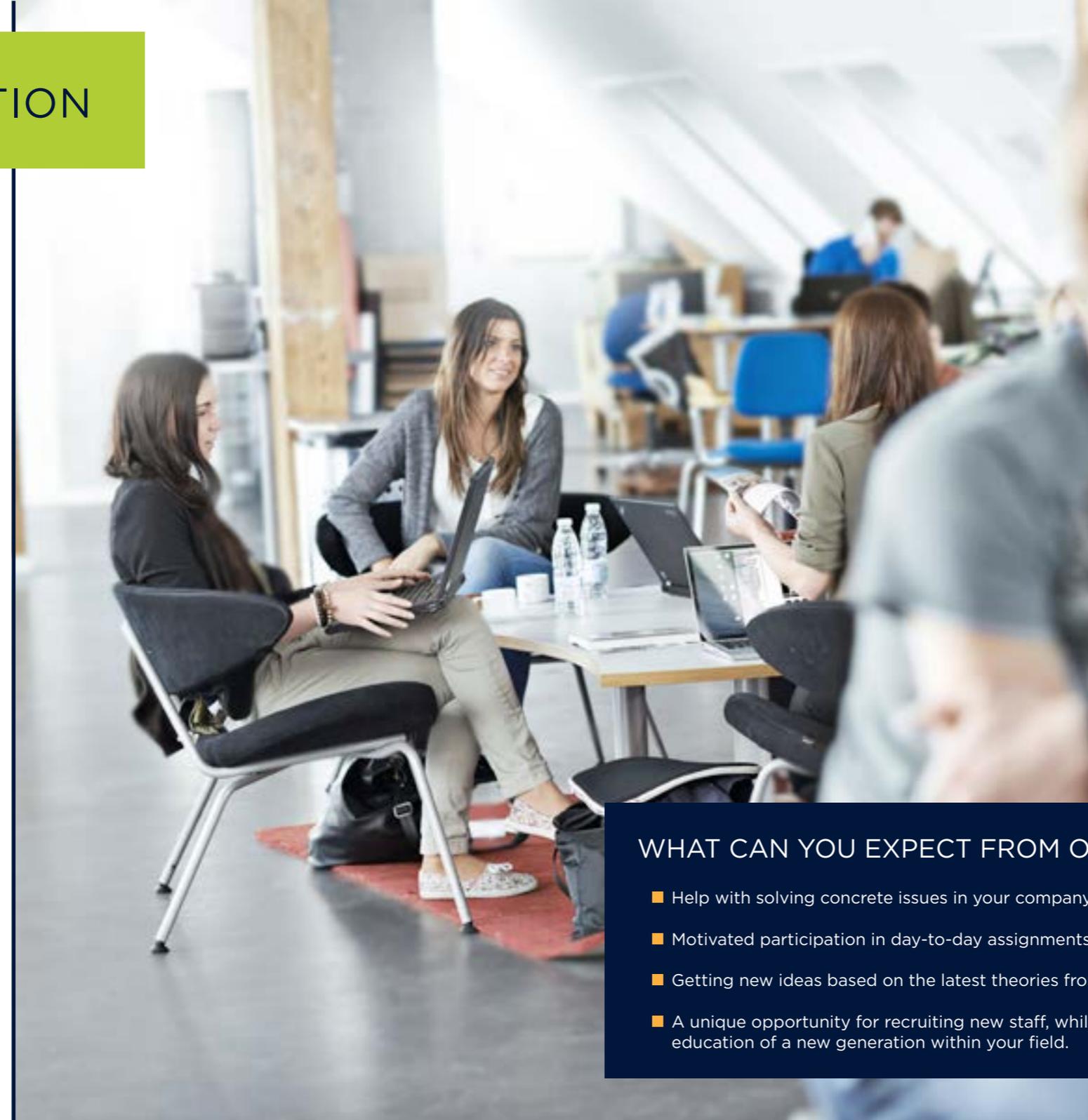
## WHAT IS CPHBUSINESS?

As a business oriented educational institution, Cphbusiness puts great pride in the strong professional competences of our students and in providing them with the skills that business life demands. Our study programmes focus on real-life skills, and maintaining a close collaboration with the business community is our main priority.

Similarly, at Cphbusiness we put a lot of emphasis on globalisation. Most of our programmes are offered in English and we have a large number of students from more than 50 different countries. This means that our students develop strong international competences through their work across cultural and lingual divides.

## WHY DO STUDENTS DO INTERNSHIPS?

As part of finalising their study programme, students must complete a mandatory internship. The internship is intended to provide students with practical work experience in a real-life work situation. The internship can also be the practical part of the students' final examination project.



## WHAT IS EXPECTED OF THE COMPANY?

The company and the student must agree on a work schedule providing the student with enough time to produce a written report. During the internship, the student must obtain the relevant knowledge to write the final report, which marks the end of the internship period.

The student's assignments are expected to be relevant to his/her study programme. Additionally, it is expected that the company allocates sufficient resources for supervising the student throughout the internship.

As a natural part of the internship, it is expected that the student has sufficient time to familiarise him- or herself with the company's work procedures and characteristics. Determining the precise amount of resources required for an internship can be difficult. However, seeing as how, initially, the student only has a basic understanding of the company's area of business, the need for resources will be most significant at the start of the internship.

There are no requirements to the company's size or type either in Denmark or abroad. Cphbusiness expects the student to be assigned to a permanent contact person within the company, who is available for sparring in connection with work assignments and the final written report.

## WHAT CAN YOU EXPECT FROM OUR STUDENTS?

- Help with solving concrete issues in your company
- Motivated participation in day-to-day assignments
- Getting new ideas based on the latest theories from the respective study programmes
- A unique opportunity for recruiting new staff, while taking part in the development and education of a new generation within your field.

## PRACTICAL INFORMATION

The vast majority of our students begin their internships in January/February and August/September. They have a weekly workload of 35-37 hours and the duration of the internship varies from three months to a year, depending on the study programme.

Most of the students from the various study programmes are entitled to a State Education Grant during their internship and do not receive a salary.

Please note: interns from the Commerce Management and Chemical and Biotechnical Science programmes do receive a salary during their 12-month internships. Since the student is covered by the Liability Law and the Worker's Compensation Act, the company is liable to provide insurance for the student.

The internship will be evaluated by both the company and the student to strengthen a possible collaboration in the future.

## INSURANCE

### Internship in Denmark:

According to §§48 and 49 in the Law on industrial injury insurance, it is the duty of the internship company to insure the student during the internship period, as long as the internship takes place in Denmark.

### Internship abroad:

Danish and international students, who do their internship abroad, are basically covered by the internship company's industry injury insurance, provided the legislation of the labour market directs the country's companies to insure students in internships.

Unless it is a requirement of the law, the student may choose to take out a public liability and accident insurance. If the student neglects to do so, the student is fully

responsible in case of an accident caused by and/or inflicted upon the student during the internship, during the student's free time as well as during the internship period. Cphbusiness cannot and is not allowed to take out a specific insurance for the student, neither during an internship in Denmark or outside Denmark.

Cphbusiness is not under any obligation to have any knowledge of or to inform the student of international labour market regulations in relation to international practice. It is the student's own responsibility to get acquainted with the regulations in the country in question.

## GET AN INTERNATIONAL INTERN

With international students from 45 different countries, Cphbusiness is able to offer interns with excellent lingual skills and a broad knowledge of foreign cultures. As such, we are able to provide your company with a unique opportunity to strengthen your connections to a new international market.

The international students at Cphbusiness have all been carefully selected based on competences that allow them to live, study and integrate into Danish society.

The international students at Cphbusiness combine their diverse cultural backgrounds with a can-do attitude, an adventurous spirit and a positive attitude towards Danish

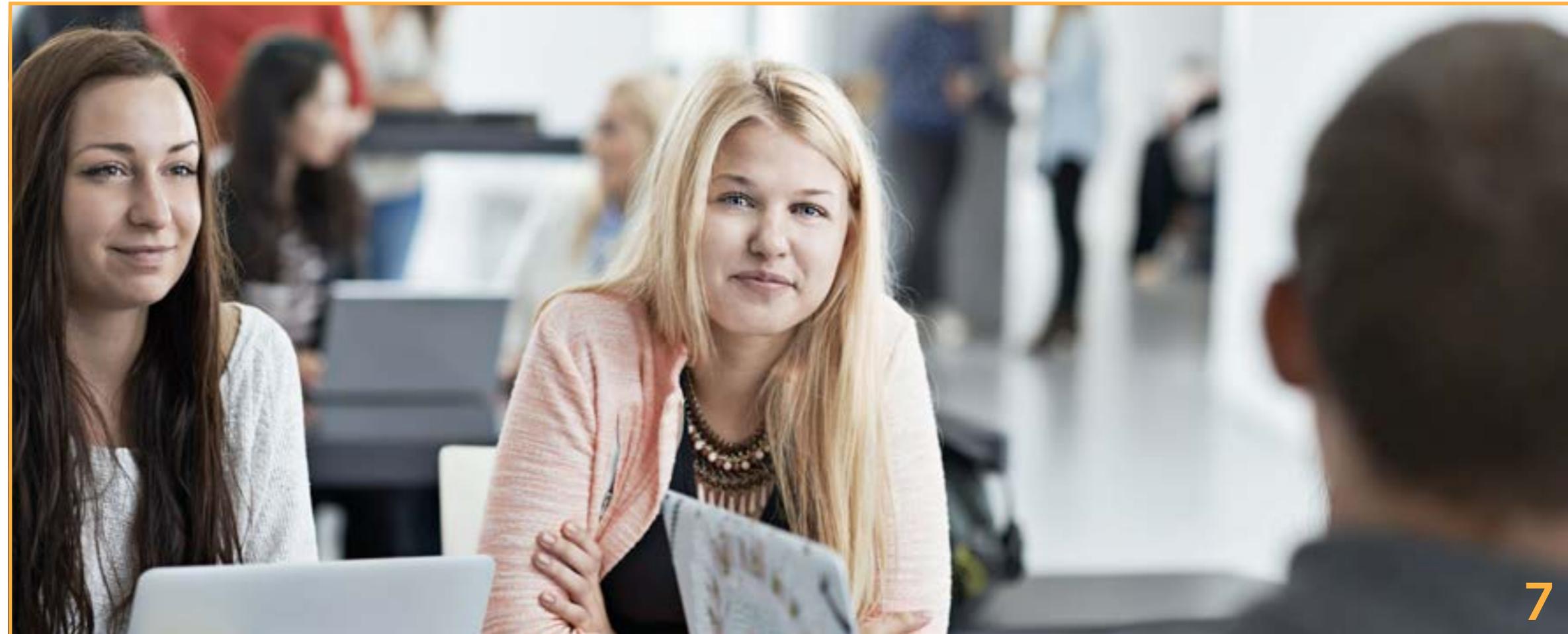
language and culture.

Be sure not to miss out on this opportunity to employ an international student and develop your business.

## HOW TO GET AN INTERN

Please forward an internship notice with a description of your company and work assignments. (see page 19 for contact information). You are welcome to contact the relevant internship coordinator for further information and a general talk about internships.

We look forward to collaborating with you.



# AP DEGREE STUDY PROGRAMMES

## AUTOMOTIVE MANAGEMENT

The Automotive Management Programme is part of the AP degree in Marketing Management, specialising in sales, aftermarket, process- and project management etc. within the automotive industry.

As part of the programme, Automotive Management students spend one or two days a week working as an intern in a company. During their fourth semester, students have to complete a mandatory 13-week internship with a company abroad.

An Automotive Management graduate typically works with marketing, sales, and finance within the automotive industry. Specific tasks may include marketing and catalogue planning, coordination and administration of projects, financial management, as well as canvassing and personal sales.

Duration of programme: 2½ years  
Internship placement: 4th semester  
Internship period: January - April  
**Salary: State Education Grant**  
Programme language: Danish

## COMPUTER SCIENCE

The AP degree in Computer Science is tailor-made for students with a passion for systems development, programming, design and IT architecture. The programme is unique in its focus on designing and implementing typical administrative IT systems.

The AP degree in Computer Science at Cphbusiness is continuously in tune with ongoing technological and methodical development. Some of our students done internships with leading IT companies, such as Accenture and IBM.

Duration of programme: 2½ years  
Internship placement: 4th semester  
Internship period: January - April  
**Salary: State Education Grant**  
Programme language: Danish / English

## FINANCIAL CONTROLLER

The AP degree programme Financial Controller provides students with an extensive knowledge of business economics, financial management, accountancy, controlling, external accounts, law and taxes and VAT law.

Financial Controller students will be qualified to understand and analyse economic problems.

Financial Controller is a stepping stone to a career in auditing, controlling in businesses, accounting departments and more.

Duration of programme: 2 years  
Internship placement: 4th semester  
Internship period: January - April  
**Salary: State Education Grant**  
Programme language: Danish





## FINANCIAL MANAGEMENT

The AP degree in Financial Management offers a broad introduction to financing, insurance, real estate trading/realty and property management.

The programme is a natural stepping stone to a career in finance and gives students a thorough introduction to financial company functions and products, as well as tools for understanding and analysing theoretical financial issues.

Duration of programme: 2 years  
Internship placement: 4th semester  
Internship period: January-April / August-November  
**Salary: State Education Grant**  
Programme language: Danish

## COMMERCE MANAGEMENT

The AP degree in Commerce Management is for students looking for a career in sales management, customer relations, procurement and company management.

The study programme gives students a broad introduction to marketing, communications, organisation and management, as well as tools for analysing and understanding issues in relation to the economics of commerce. Students on the Commerce Management Programme may specialise in sales, sales management (Business to Business), procurement, and procurement management.

Duration of programme: 2 years  
Internship placement: 3rd - 4th semester  
Internship period: By agreement  
**Salary: Salary during internship**  
Programme language: Danish

## CHEMICAL AND BIOTECHNICAL SCIENCE

The AP degree in Chemical and Biotechnical Science offers a broad introduction to analysis and lab work. The study programme trains students to work with quality assurance, documentation, work environment, information technology, electronic data processing and lab-technical methods within a biological and chemical lab.

As a part of their study programme, students must complete a one-year internship. Prior to the internship, students have received 1½ years of training, preparing them for the challenges of a work environment. As such, students are fully capable of taking part in the company's daily work and arrange their own work plan.

With a Chemical and Biotechnical Science intern you get a qualified employee for a whole year, a fresh perspective and new knowledge to your lab, as well as the opportunity to launch new projects.

Duration of programme: 2½ years  
Internship placement: 4th - 5th semester  
Internship period: 1 year  
**Salary: Salary during internship**  
Programme language: Danish

## LOGISTICS MANAGEMENT

The AP degree in Logistics Management supplies students with a general knowledge of logistics, distribution, and procurement. The study programme focuses on subjects relating to logistics, finance, law and organisation and trains students in both national and international company processes relating to transport and logistics. In addition, students develop their lingual and analytical skills to better grasp the full complexity of company structures, while keeping an eye on the bigger picture.

A Logistics Management Student will typically work on analysing distribution strategies, transport strategies, third party logistics, procurement, supply management, stock control, customer and service analysis, internal analyses - e.g. key figure calculation, production planning, production procedures, company procedures, demand assessment, objectives and expectations to suppliers, and SCM.

Duration of programme: 2 years  
Internship placement: 4th semester  
Internship period: January - April  
**Salary: State Education Grant**  
Programme language: Danish

## MARKETING MANAGEMENT

The AP degree in Marketing Management qualifies students to a wide variety of job functions - nationally and internationally. The main focus is on marketing and all the parameters that influence the marketing of a given product or service on the international market, i.e. strategy, communications, organisational and financial management and business law.

During the internship, the student will be able to manage a wide array of assignments related to the marketing area.

Furthermore the Marketing Management programme provides the student with a great basis for innovation and the development of new products and concepts.

Duration of programme: 2 years  
Internship placement: 4th semester  
Internship period: January-April / August-November  
**Salary: State Education Grant**  
Programme language: Danish / English

## ENVIRONMENTAL TECHNOLOGY

The Environmental Technology programme qualifies the student to work with eco-technological problems and communication in public organisations and private companies.

During their fourth semester, students have a three-month internship period in a private company or a public organisation, where they work with assignments related to nature and environmental understanding, sampling methods, chemistry of the environment and microbiology, waste, as well as the internal and external environment of the company.

The student concludes the programme with a three-month project that can follow the internship period.

Duration of programme: 2 years  
Internship placement: 4th semester  
Internship period: January-April / August-November  
**Salary: State Education Grant**  
Programme language: Danish / English

## MULTIMEDIA DESIGN AND COMMUNICATION

The AP degree in Multimedia Design and Communication is unique because it is practice-oriented and allows students to master more coherent disciplines within multimedia design, such as design theory, functionality and digital communication.

Because of the wide spectrum of the programme students focus on various areas and through online portfolios, students can present their interests and professional skills.

The student knows how to exploit the different websites, commercials or campaigns, and the multimedia designer is trained in development and implementation of information dissemination using the newest multimedia tools. They can work with advanced media technologies combining web, video, sound and animation features.

Duration of programme: 2 years  
Internship placement: 4th semester  
Internship period: January - April  
**Salary: State Education Grant**  
Programme language: Danish / English



## SERVICE, HOSPITALITY AND TOURISM MANAGEMENT

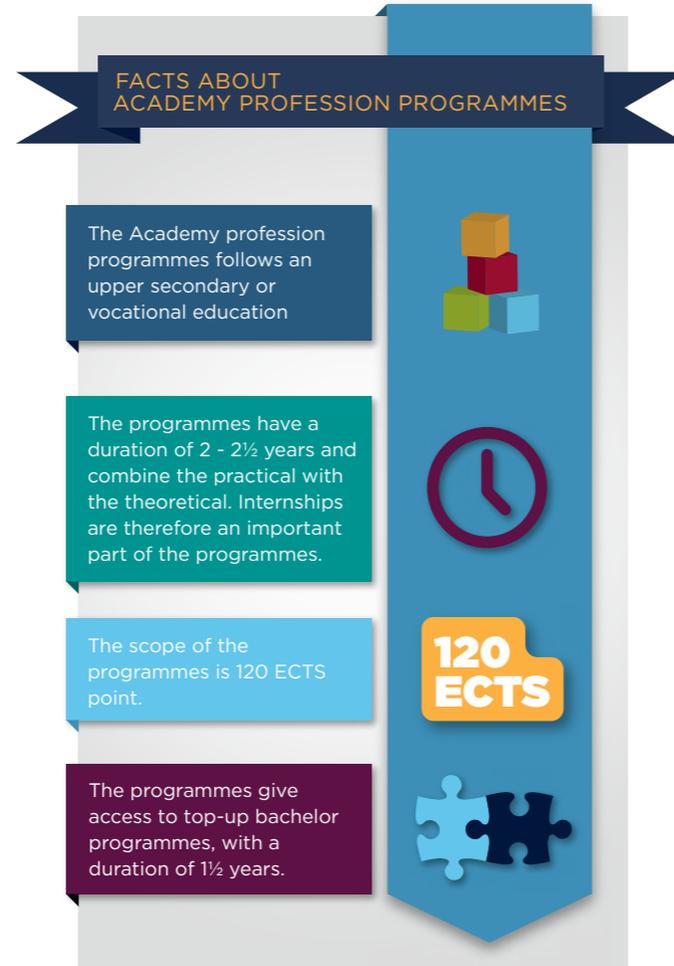
The AP degree in Service, Hospitality and Tourism Management introduces students to a societal and theoretical perspective on the service industry.

The programme's main focus is on creating strong customer relations through the design of service experiences within hotel, tourism and other service areas. The programme's starting point is existing trends within experience economy and the service industry.

Students are trained in service processes, marketing, management, human resources and business economics. As such, they acquire skills for carrying out relevant market analyses. Other central elements of the programme include strategy, business development and innovation.

A Service, Hospitality and Tourism Management graduate can typically handle projects on the operational and tactical level - i.e. in a middle management position within the service industry - including hotels, restaurants, travel agencies, event agencies, tourism organisations and conference agencies.

Duration of programme: 2 years  
 Internship placement: 3rd semester  
 Internship period: January-April / August-November  
**Salary: State Education Grant**  
 Programme language: Danish / English



# PROFESSIONAL TOP-UP BACHELOR STUDY PROGRAMMES

## FINANCIAL MANAGEMENT AND SERVICES

The Bachelor's Degree in Financial Management and Services is a professional bachelor's degree programme, which gives students a solid foundation for working with complex issues relating to counseling, sales and consulting within banking, mortgage credit, insurance, property trading, accounting or property management.

As a part of the programme, students choose between five areas of specialisation: financial business (financial and mortgage credit institutions), insurance (non-life or life insurance and pension), property trading, property management or accounting.

The option to specialise in different areas adds an additional vocational and practical dimension to the programme.

Duration of programme: 3½ years  
 Internship placement: 5th Semester  
 Internship period: August - November  
**Salary: State Education Grant**  
 Programme language: Danish

## INNOVATION AND ENTREPRENEURSHIP

The programme aims to qualify professional bachelors in Innovation and Entrepreneurship to start, run and grow new businesses or new entities in established businesses.

The programme has a strong focus on building interdisciplinary teamwork and networking. Therefore, students with a multitude of educational backgrounds work together during the programme.

The programme puts emphasis on the combination of theory and hands-on experience. Therefore, students start and grow their own businesses during the programme. Graduated Innovation and Entrepreneurship students will work with all kinds of entrepreneurial and intrapreneurial tasks.

The Top-up Bachelor in Innovation and Entrepreneurship is a Top-up programme to an AP degree in e.g. Marketing Management, Multimedia Design and Communication or Service Management. It is a full-time programme of 1½ years after which the student will have completed a total study of 3½ years.

Duration of programme: 1½ years  
 Internship placement: 3rd Semester,  
 Internship period: August - November  
**Salary: State Education Grant**  
 Programme language: Danish / English

## INTERNATIONAL SALES AND MARKETING MANAGEMENT

The programme aims to qualify professional bachelors in International Sales and Marketing to work independently and professionally in job functions associated with an international organisation's performance in the market – not least in the segment for small and midsize companies focussing on international business to business sales.

The Top-up Bachelor programme in International Sales and Marketing is a Top-up programme to an AP degree in e.g. Marketing Management.

It is a full time programme of 1½ years after which the student will have completed a total study of 3½ years.

Duration of programme: 1½ years  
Internship placement: 3rd Semester  
Internship period: January-April / August-November  
**Salary: State Education Grant**  
Programme language: Danish / English

## INTERNATIONAL HOSPITALITY MANAGEMENT

This Top-up Bachelor programme trains students to work with tourism, hotel management and experience economy from an international perspective.

The programme is designed to meet the strong demand for professional employees working for companies within the hospitality industry. A professional bachelor degree qualifies students to work with a variety of different jobs for the purpose of solving practical and complex tasks within company management and to work with companies within the hotel, tourism, restaurant and experience sectors.

The Top-up Bachelor programme includes subject areas such as strategy, finance/economics, culture, understanding of guests and management. The Top-up Bachelor in International Hospitality Management is a Top-up programme to an AP degree in e.g. Service, Hospitality and Tourism Management or Marketing Management.

Duration of programme: 1½ years  
Internship placement: 2nd Semester  
Internship period: January - April  
**Salary: State Education Grant**  
Programme language: Danish / English

## SOFTWARE DEVELOPMENT

The Top-up Bachelor in Software Development is for students who want to work with large IT systems. One aim is to provide the graduated software developer with the potential to participate in globally distributed development projects.

The programme has a particular focus on system integration and architecture – both the technical solutions and the organisational cooperation in internal development processes in large scale projects.

Teaching is based on widely used methods and technologies and the programme strives to work with cutting edge technologies and methodologies.

Duration of programme: 1½ years  
Internship placement: 3rd Semester  
Internship period: January-April / August-November  
**Salary: State Education Grant**  
Programme language: Danish / English

## SPORT MANAGEMENT

The programme aims to qualify professional bachelors in Sport Management to work independently with strategies, economics and marketing tasks, such as member management, planning and implementation of events, work on business plans, coordinator and project management functions, as well as concept development. Basically everything related to the sport and leisure industry, both in the public as well as the private sector.

Sport Management graduates typically work as coordinators, managers, project managers, event managers or in marketing.

The Top-up Bachelor in Sport Management is a top-up programme to an AP degree in e.g. Marketing Management or Service, Hospitality and Tourism Management. It is a full time programme of 1½ years after which the student will have completed a total study of 3½ years.

Duration of programme: 1½ years  
Internship placement: 3rd Semester  
Internship period: August - November  
**Salary: State Education Grant**  
Programme language: Danish / English



## WEB DEVELOPMENT

The Top-up Bachelor in Web Development is for students wanting to work diligently with the development of web technologies in all sorts of areas.

A web developer can fill various types of jobs, from more advanced web development projects to the utilization of multimedia in integrated communications.

The Top-up Bachelor in Web Development aims to qualify students for working with development in a society characterized by a rapid development of digital needs and increasingly sophisticated methods in the application of the industry/media.

The programme is based on a technical view but also includes the many disciplines that interact with the technique, such as design and communication.

Duration of programme: 1½ years  
Internship placement: 3rd semester  
Internship period: January-April / August-November  
**Salary: State Education Grant**  
Programme language: English

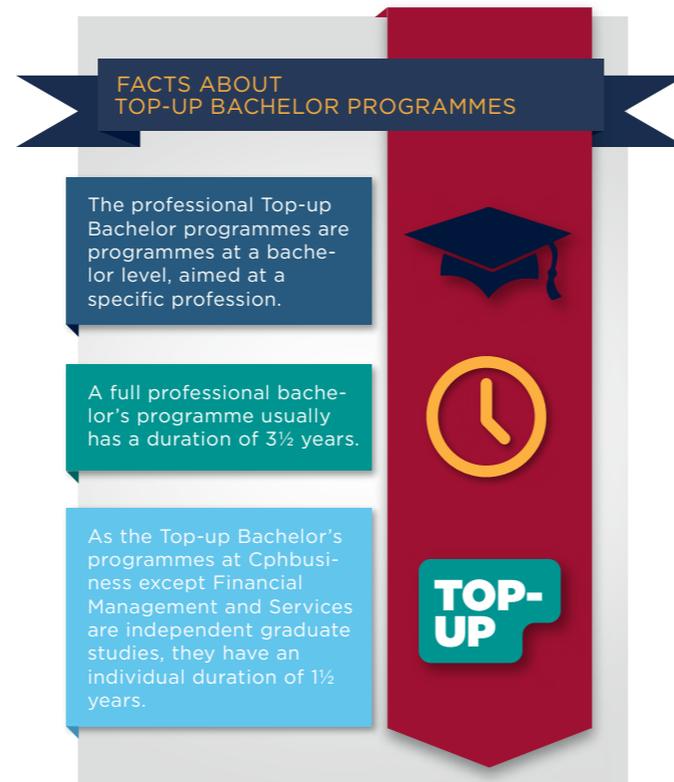
**FACTS ABOUT TOP-UP BACHELOR PROGRAMMES**

The professional Top-up Bachelor programmes are programmes at a bachelor level, aimed at a specific profession.

A full professional bachelor's programme usually has a duration of 3½ years.

As the Top-up Bachelor's programmes at Cphbusiness except Financial Management and Services are independent graduate studies, they have an individual duration of 1½ years.

**TOP-UP**



## CONTACT

If you are looking for an intern, you can read more and find our contact information here:

[cphbusiness.dk/english/for-companies/internship](http://cphbusiness.dk/english/for-companies/internship)

# TURNING KNOWLEDGE INTO VALUE



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