

WELCOME TO CPHBUSINESS



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DEAR STUDENT,

We have been looking forward to welcoming you to your study programme at Cphbusiness.

It is very important to us that you get a good start at Cphbusiness. Therefore, you receive a study start package.

In the package you will find this brochure among other things. This brochure contains useful information about Cphbusiness and the student organisation - Cphbusiness Students.

Cphbusiness turns knowledge into value. At Cphbusiness we want to create the greatest possible value for the business community and society. Knowledge is the core of our professional skills and expertise.

Knowledge gives us substance and credibility. We believe in turning knowledge into value, and we encourage students, staff and the Danish business community to do the same.

I hope you will have a great time studying here at Cphbusiness.

Kind regards,
Ole Gram-Olesen
President

A

IS FOR ALCOHOL | ALUMNI | APP

ALCOHOL ETC.

If you are under the influence of alcohol or narcotic substances during classes, you will be expelled.

ALUMNI

After graduating from Cphbusiness, it is important to maintain and expand your network in areas like job search, knowledge sharing and international opportunities.

After graduating you automatically become a member of the alumni network Cphbusiness Alumni. As a member you get access to a valuable network and receive invitations to events regarding your personal and professional development - and the membership is free and non-binding.

Remember to enter *Copenhagen Business Academy* as your educational institution on LinkedIn and join the LinkedIn group *Cphbusiness Alumni*, then you are automatically a part of the valuable network with other graduates from Cphbusiness.

Find us here: [linkedin.com/company/copenhagen-business-academy](https://www.linkedin.com/company/copenhagen-business-academy).

APP

Cphbusiness has an app that you can download in App Store or Google Play. Search for *Cphbusiness*. In the app you can find information about your schedule and your grades. Log in by using your Cphbusiness username (cph-xxx) and password.

B

IS FOR BOOKS

BOOKS

It is expected that you buy the books for your study programme each semester. You can find the book list for your semester at polyteknisk.dk/cphbusiness.

Polyteknisk Book Store carries all relevant textbooks and calculators. At polyteknisk.dk/cphbusiness you can find a list of all your needed textbooks.

You can order the books online and have them shipped to your home address, or you can collect them at Polyteknisk Book Store at Anker Engelundsvej 1, building 101, 2800 Kgs. Lyngby.

During the first weeks of the semester, it is also possible to collect your ordered books at:

Cphbusiness City
Landemærket 11, room 208
DK-1119 Copenhagen K

C

IS FOR CANTEEN | CLEANING | COMPLAINTS | COMPUTER

CANTEEN

Here you can see the opening hours for the canteens on the different Cphbusiness campuses:

- At Cphbusiness City the canteen is on the 4th floor.
Monday - Friday: 7:30 a.m. - 2:30 p.m.
- At Cphbusiness Laboratorie og Miljø the canteen is in the adjacent building at Erhvervsskolen Nordsjælland.
Monday - Thursday: 7:30 a.m. - 1:00 p.m.
Friday: 7:30 a.m. - 12:30 p.m.
- At Cphbusiness Lyngby the canteen is on the ground floor.
Monday - Thursday: 8:00 a.m. - 2:30 p.m.
Friday: 8:00 a.m. - 2:00 p.m.
- At Cphbusiness Nørrebro the canteen is in the basement.
Monday - Friday: 7:30 a.m. - 2:00 p.m.
- At Cphbusiness Søerne the canteen is on the 4th floor.
Monday - Friday: 7:30 a.m. - 7:00 p.m.

CLEANING

The facilities are cleaned once a day, and we expect you to share the responsibility. So please clean up after yourself, when you leave the classrooms.

COMPLAINTS

If you feel you have been treated incorrectly by Cphbusiness, you can file a complaint. Read more about complaints under *General information - Exams* on cphbusiness.mrooms.net.

COMPUTER

All students must bring a laptop every day, as IT is used in all classes.

D

IS FOR DANISH LANGUAGE COURSES

DANISH LANGUAGE COURSES

Integration, finding a student job and internship as well as making friends in a new country is always easier if you speak the local language. Students at Cphbusiness can sign up for free Danish courses if they have a Danish CPR number. We strongly encourage you to start learning Danish from your first semester. For more information about signing up for the courses, please contact Cphbusiness International at incoming@cphbusiness.dk.

E

IS FOR E-BOKS | EMAIL | EVALUATIONS | EVENTS | EXAMS

E-BOKS

At Cphbusiness we use e-Boks for important messages, including cases on applications, dispensations, exam cheating, etc. Remember to activate your e-Boks on e-boks.dk if you haven't already done it. Cphbusiness International will organize an information meeting about E-boks during the first weeks after study start.

EMAIL

At the start of your first semester you will get a Cphbusiness email account, which you access at webmail.efif.dk or via cphbusiness.mrooms.net. You log on to your email account with the domain and your Cphbusiness username (i.e. EFIF\cph-xxx) and password.

Your email address consists of your Cphbusiness username + @cphbusiness.dk (i.e. cph-xxx@cphbusiness.dk).

This email address is used for all communication between you and Cphbusiness. We expect that you check this email account on a daily basis to stay updated on important information from your lecturers, the student administration, etc.

You can install the email account on your computer and your smartphone, and you can forward it to your private email account. See the instructions in the IT guide at: cphbusiness.dk/english/students/it-at-cphbusiness.

EVALUATIONS

At Cphbusiness we continuously develop and quality ensure our study programmes. You will therefore be invited to participate in evaluations of your study programmes, the study environment, the learning process, etc. every semester.

As the results will form the basis for new initiatives and improvements to the study environment at Cphbusiness, we encourage all students to participate in the evaluations.

EVENTS

You can stay updated on student events at the following sites:

facebook.com/copenhagenbusinessacademy

facebook.com/cphbusinessinternational

facebook.com/cphbusinessstudents

EXAMS

You can find information regarding your exams and see the exam catalogs and exam rules, etc. under *Exams* on cphbusiness.mrooms.net.

F

IS FOR FRIDAY BARS

FRIDAY BAR

It is the student organisation Cphbusiness Students that runs the Friday Bar, which change venue so the different Cphbusiness campuses take turns in hosting the bar. All students are welcome at all Friday Bars.

Read more about the upcoming Friday Bars on facebook.com/cphbusinessstudents.



H

IS FOR HELPDESK | HOLIDAYS

HELPDESK

If you have any problems with the IT at Cphbusiness, you can contact Helpdesk. Please contact Helpdesk on:

Email: helpdesk@cphbusiness.dk or by telephone: +45 36 15 45 20.

Address:

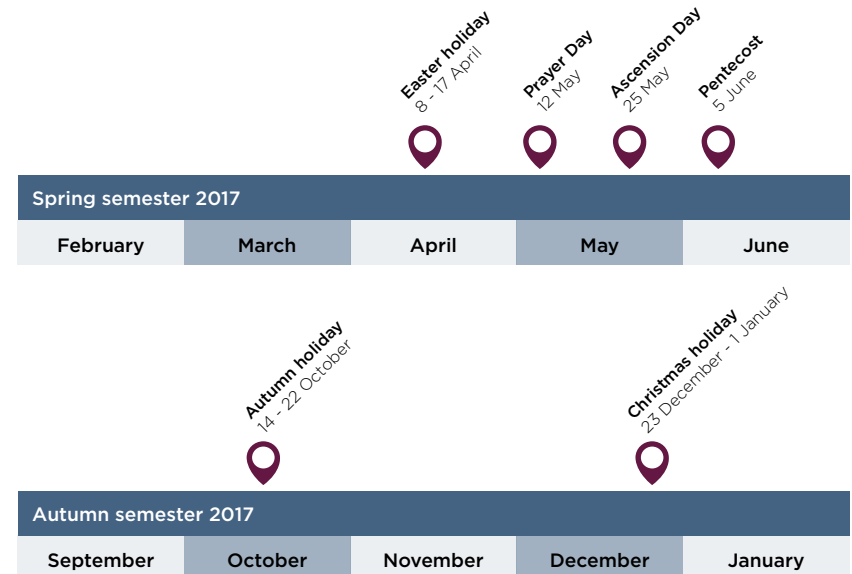
Cphbusiness City
Landemærket 11, room 406
DK-1119 Copenhagen K

Opening hours:

Monday - Thursday: 8:00 a.m. - 4:00 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

HOLIDAYS IN 2017



INCUBATOR AND START-UP

Cphbusiness focuses on innovation and entrepreneurship and has two incubators and start-up environments for young entrepreneurs. There is an incubator at both Cphbusiness Søerne and Cphbusiness Lyngby. Read more about your opportunities as an entrepreneur at cphbusiness.dk/english/students/entrepreneurial-environment.

INTERNATIONAL AFTERNOON SEMINARS

Cphbusiness International organises evening sessions for new or current international students, where we tell you about practical matters such as SU, taxes, Danish courses and how to find a part-time job in Denmark.

Find more information and dates for upcoming events under *General information - International Office* on cphbusiness.mrooms.net.

INTERNATIONAL OFFICE

The international office (Cphbusiness International) can assist you with many aspects of your stay in Denmark, e.g. how to get your residence permit, how to get a CPR number - the Danish national registration number, how to sign up for Danish language courses, how to find accommodation and how to find a part-time job.

You can also find useful information on practical matters related to your new life in Denmark on our website cphbusiness.dk/english/living-in-denmark.

INTERNSHIP COUNSELLING

Every study programme has an internship counsellor that can help you with your questions about internship. You can find your counsellor and contact information at cphbusiness.dk/english/students/student-counselling.

INTERNSHIP VACANCIES

At Moodlerooms you can find advertisements from companies that are looking for interns. Find the advertisements under *General information* at cphbusiness.mrooms.net.

IT

IT is an important part of your study at Cphbusiness. In the IT-guide you can see how you forward your Cphbusiness email account to your private email account, and how you can access your remote desktop, etc.

Find the IT-guide at cphbusiness.dk/english/students/it-at-cphbusiness.

LIBRARY

Cphbusiness has two libraries for students and employees from all the departments. Social security card or other forms of ID can be used as a library card.

In the libraries you can find books, old final examination projects, e-books, magazines, CD-ROM/DVD, cameras*, dictaphones*, etc. (*only at Cphbusiness Lyngby).

Read more about the libraries and their opening hours at cphbusiness.dk/en/students/libraries.



P

IS FOR PARKING | PASSWORD | PRACTICAL INFO | PRINT AND COPY

PARKING

Parking options at Cphbusiness' different campuses:

- At Cphbusiness City, Cphbusiness Nørrebro and Cphbusiness Søerne parking is available in paid public parking spaces.
- At Cphbusiness Laboratorie og Miljø free parking spaces are available to the right of the driveway.
- At Cphbusiness Lyngby free parking spaces are available on Firskovvej. Paid parking in public parking spaces is also available.

PASSWORD

You will be assigned an automatically generated login (username (cph-xxx) and password) for the IT-systems. This login connects you to all systems at Cphbusiness, i.e. our app, your email account, Self-service, WISEflow and Moodlerooms.

When you receive the password, it is important that you immediately change it to a password that is easy for you to remember. The password must be at least eight characters and will be valid for one year.

If your password has expired, you can log on to mobil.efif.dk using your old password and change it to a new password.

If you have entered your mobile number in Self-service, you can reset the password by texting "kodeord" to this number: +45 29 79 77 84.

The SMS-service will send you your new password.

You can change and renew your password at selvbetjening.cphbusiness.dk. Read more at cphbusiness.dk/english/students/it-at-cphbusiness.

PRACTICAL INFO

You can find practical information about financial matters, health and safety, transport, learning Danish, useful links, etc. at cphbusiness.dk/english/living-in-denmark.

PRINT AND COPY

It is free to print and make copies with your study card. Remember that Cphbusiness is a green organisation – so please limit your paper use.

Check out the IT-guide for information on how to install and set up the printers at cphbusiness.dk/english/students/it-at-cphbusiness.



R

IS FOR RECEPTION

RECEPTION

Every campus at Cphbusiness has a reception where you can get answers to questions about your study programme, classrooms, etc. In the reception you can also hand in or collect lost property.

All receptions are open:

Monday - Thursday 8:00 a.m. - 3:30 p.m.

Friday 8:00 a.m. - 2:00 p.m.

SCHEDULE

See where you can find your schedule here:
cphbusiness.dk/english/students/it-at-cphbusiness.

SELF-SERVICE

At selvbetjening.cphbusiness.dk you can see your grades and change your Cphbusiness password. This is also the place where you can sign up for our SMS-service and receive information about changes in schedules, etc.

You log on to Self-service by clicking the small padlock and entering EFIF\ followed by your Cphbusiness username (i.e. EFIF\cph-xxx) and your password.

Self-service is also available as an app for your smartphone (see *App* for more information).

SMOKING

It is only permitted to smoke in the designated outdoor smoking areas.

SOCIAL MEDIA

Follow Cphbusiness here, and share your photos with #cphbusiness:



STUDENT ADMINISTRATION

You are always welcome to contact the student administration if you have questions regarding your study programme, student grant or internship. You can also get answers to a lot of your questions in the reception at your campus.

Please contact the student administration in your local Cphbusiness reception or by telephone: +45 36 15 45 00.

The telephone and student administration are open:

Monday - Thursday 8:00 a.m. - 3:30 p.m.
Friday 8:00 a.m. - 2:00 p.m.

STUDENT CARD

In the first few weeks of the semester you will receive a student card, which also works as a print and copy-card. Furthermore, you can get several student discounts with your student card.

STUDENT COUNCIL

Each study programme has its own student council (called Programme Student Council) where the programme is evaluated and discussed to ensure the best possible education for you. One or two representatives are elected from each class.

There is also a student council per campus (Campus Student Council) and a general council for all of Cphbusiness (Academy Student Council).

STUDENT COUNSELLING

Every campus at Cphbusiness has a student counselling office. You can find opening hours and addresses at cphbusiness.dk/en/students/student-counselling.

STUDENT DISCOUNT

As a student at Cphbusiness you can get a student discount several places. You can find the list of some of the available discounts at cphbusiness.mrooms.net.

STUDENT ORGANISATION

Cphbusiness has a student organisation called Cphbusiness Students that works on creating social and academic activities for all students at Cphbusiness.

Read more about the student organisation at the back of this brochure or at cphbusiness.dk/en/students/student-organisation.

SPECIAL PEDAGOGIC PROGRAMME (SPS)

If you are disabled, or if you are in need of support in order to complete your programme, you can apply for support from the Special Pedagogic Programme (SPS). You can apply for support from SPS if you suffer from dyslexia, a physical or a psychological handicap, or if you have a hearing handicap or are visually impaired. Learn more about SPS on cphbusiness.dk/english/students/special-pedagogic-programme-sps.

SU - STUDENT GRANT

In order to apply for Educational Grant (SU), you have to fulfill some special conditions, i.e. have a student job or have been living in Denmark for at least five years.

If you need help with SU, please send an email to su@cphbusiness.dk with your question and contact information. Remember to use your Cphbusiness email.

Read more at the Danish Education Support Agency's website at su.dk/english.

T

IS FOR TRANSPORT

TRANSPORT

Copenhagen has an extensive and efficient transport system of buses, trains and metro. All of Cphbusiness' campuses are located close to public transport.

As an international student you can take advantage of monthly tickets or a travel card, which are much cheaper than buying single or return tickets.

Read more about transport at cphbusiness.dk/en/living-in-denmark/transport.

W

IS FOR WEBSITE | WEBSHOP | WI-FI | WISEFLOW

WEBSITE

At cphbusiness.dk/english you can read news, watch videos and find useful information about your study programme, e.g. the curriculum, teaching and learning.

WEBSHOP

Cphbusiness has a webshop where you can buy sports clothing, accessories, etc. with Cphbusiness' logo on. Get 10 percent off your order by using the promo code **CPHBUSINESS10**. Visit the webshop at cphbusiness.sportyfiend.com.

WI-FI

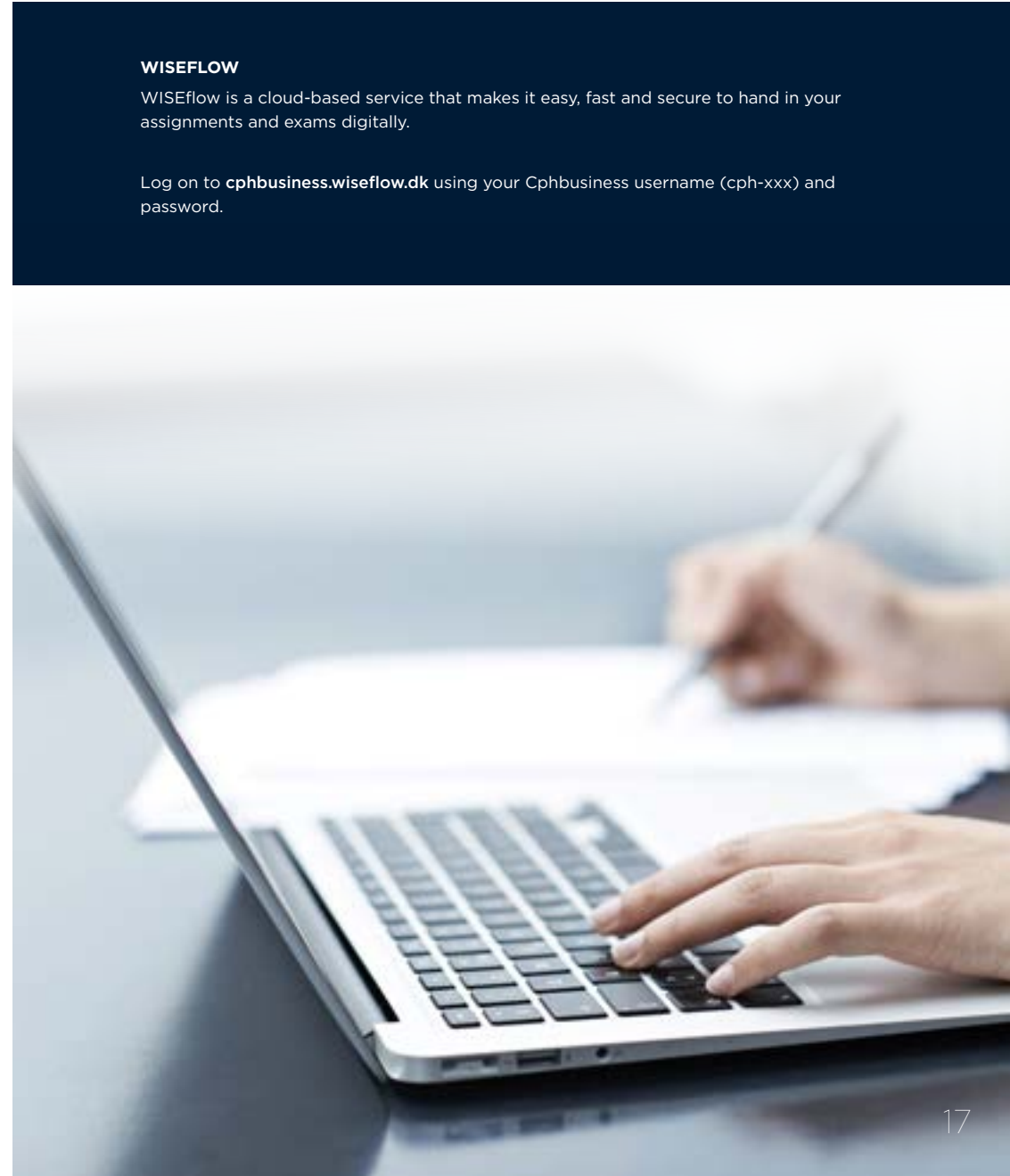
All students can access the wireless internet at Cphbusiness. Name of the network is **cphbusiness**.

Use your Cphbusiness username and your password the first time you connect to the Wi-Fi.

WISEFLOW

WISEflow is a cloud-based service that makes it easy, fast and secure to hand in your assignments and exams digitally.

Log on to cphbusiness.wiseflow.dk using your Cphbusiness username (cph-xxx) and password.



KÆRE STUDERENDE

Vi har set frem til at byde dig velkommen til dit nye studie på Cphbusiness.

Det betyder meget for os, at du får en god studiestart, og du modtager derfor en studiestartspakke, som vi håber kan hjælpe dig godt i gang med dit studie.

I pakken finder du blandt andet denne brochure med praktiske oplysninger om både Cphbusiness og studenterorganisationen Cphbusiness Students.

Cphbusiness gør viden til værdi. På Cphbusiness ønsker vi at skabe størst mulig værdi for erhvervslivet og samfundet.

Viden er grundlaget for vores faglighed og gode håndværk. Viden giver os substans og troværdighed.

At gøre viden til værdi er det, vi tror på, og det er det, vi opfordrer studerende, medarbejdere og dansk erhvervsliv til.

Jeg håber, at du vil få en rigtig god studietid på Cphbusiness.

Med venlig hilsen

*Ole Gram-Olesen
Rektor*

ADGANGSKODE OG BRUGERNAVN

Ved studiestart får du tildelt et Cphbusiness-brugernavn (cph-xxx) og en adgangskode til IT-systemerne. Det login gælder til alle IT-systemer på Cphbusiness, fx vores app, din e-mailkonto, Selvbetjening, WISEflow og Moodlerooms.

Det er vigtigt, at du ændrer din adgangskode til en, som du kan huske. Din adgangskode skal være minimum otte tegn og udløber efter et år. Du kan ændre og forny din adgangskode på selvbetjening.cphbusiness.dk.

Hvis din adgangskode er udløbet, kan du logge på mobil.efif.dk med din gamle kode og ændre den til en ny adgangskode. Hvis du har angivet dit mobilnummer på Selvbetjening, kan du sende koden "kodeord" til telefonnummer 29 79 77 84. Du vil herefter modtage en SMS med dit nye kodeord.

Du kan læse mere på cphbusiness.dk/studerende/it-paa-cphbusiness.

ALUMNI

Når du dimitterer fra Cphbusiness, er det vigtigt at fastholde og udbygge dit netværk blandt andet i forbindelse med jobsøgning, vidensdeling og internationale muligheder. Som dimittend er du automatisk en del af alumne-netværket Cphbusiness Alumni. Som medlem får du adgang til et værdifuldt netværk, du modtager invitationer til arrangementer om din personlige udvikling og karriereudvikling - og medlemskabet er gratis og ikke-bindende.

Husk at angive Copenhagen Business Academy som din uddannelsesinstitution på LinkedIn og meld dig ind i LinkedIn-gruppen *Cphbusiness Alumni*, så er du automatisk med i det værdifulde alumne-netværk med andre dimittender fra Cphbusiness. Find os her: linkedin.com/company/copenhagen-business-academy.

APP

Cphbusiness har en app, som du kan hente i App Store eller Google Play. Søg efter *Cphbusiness*. Med vores app kan du se dit skema og dine karakterer. Du logger på app'en med dit Cphbusiness-brugernavn (cph-xxx) og din adgangskode.

B

FOR BIBLIOTEK | BØGER

BIBLIOTEK

Cphbusiness har to biblioteker, som samtlige ansatte, studerende og kursister fra alle afdelinger på Cphbusiness kan benytte. Sygesikringsbevis eller anden legitimation benyttes som lånerkort.

Her kan du låne bøger, gamle hovedopgaver, e-bøger, tidsskrifter, aviser, CD-rom/DVD, kameraer*, diktafoner* etc. (*kun på Cphbusiness Lyngby).

Læs mere om bibliotekerne på cphbusiness.dk/studerende/bibliotek.

BØGER

Du kan forvente at skulle købe nye bøger på hvert semester. Du kan finde boglisten til dit semester på polyteknisk.dk/cphbusiness.

Polyteknisk Boghandel sælger alle relevante lærebøger og lommeregner.

På polyteknisk.dk/cphbusiness finder du en oversigt over dine studiebooks. Du kan vælge at få bøgerne sendt hjem til din adresse eller afhente dem hos:

Polyteknisk Boghandel
Anker Engelundsvej 1, bygning 101
2800 Kgs. Lyngby.

Ved semesterstart vil det også være muligt at afhente dine bøger hos Polyteknisk Boghandel på:

Cphbusiness City
Landmærket 11, 2. sal, lokale 208
1119 København K.

C

FOR COMPUTER

COMPUTER

Alle studerende bør medbringe en bærbar computer hver dag, da vi bruger IT i undervisningen.

E

FOR E-BOKS | E-MAIL | EKSAMEN | EVALUERINGER | EVENTS

E-BOKS

På Cphbusiness anvender vi e-Boks til vigtige beskeder, herunder afgørelser i for eksempel ansøgningssager, dispensationssager og eksamenssnydesager. Husk at aktivere din e-Boks på e-boks.dk, hvis du ikke allerede har gjort det.

E-MAIL

Ved studiestart får du automatisk tildelt en e-mailkonto på Cphbusiness, som du tilgår via webmail.efif.dk.

Du logger ind på din e-mailkonto med domænet EFIF og dit Cphbusiness-brugernavn (EFIF\cph-xxx) og din adgangskode.

Din e-mailadresse består af dit Cphbusiness-brugernavn + @cphbusiness.dk (cph-xxx@cphbusiness.dk).

Det er altid denne e-mailadresse, vi anvender i kommunikationen med dig som studerende. Vi forventer derfor, at du dagligt tjekker din e-mailkonto, så du løbende opdateres med vigtige informationer fra dine undervisere, studieadministrationen med flere.

Du kan sætte e-mailkontoen op på din computer og din smartphone, og du kan videregive e-mailkontoen til din private e-mailkonto.

Se hvordan i IT-guiden på cphbusiness.dk/studerende/it-paa-cphbusiness.

EKSAMEN

Du kan finde informationer om dine eksamener og se eksamenskataloger og eksamensregler under *General information - eksamen* på cphbusiness.mrooms.net.

EVALUERINGER

På Cphbusiness arbejder vi med at udvikle og kvalitetssikre vores uddannelser. Derfor vil du i løbet af året modtage invitationer til at deltage i evalueringer af din uddannelse, dit studiemiljø og din læring.

Vi opfordrer alle studerende til at deltage i evalueringerne, da resultaterne danner grundlaget for nye initiativer og forbedringer af uddannelserne og studiemiljøet på Cphbusiness.

EVENTS

Du kan holde dig opdateret om events for studerende her:

facebook.com/copenhagenbusinessacademy

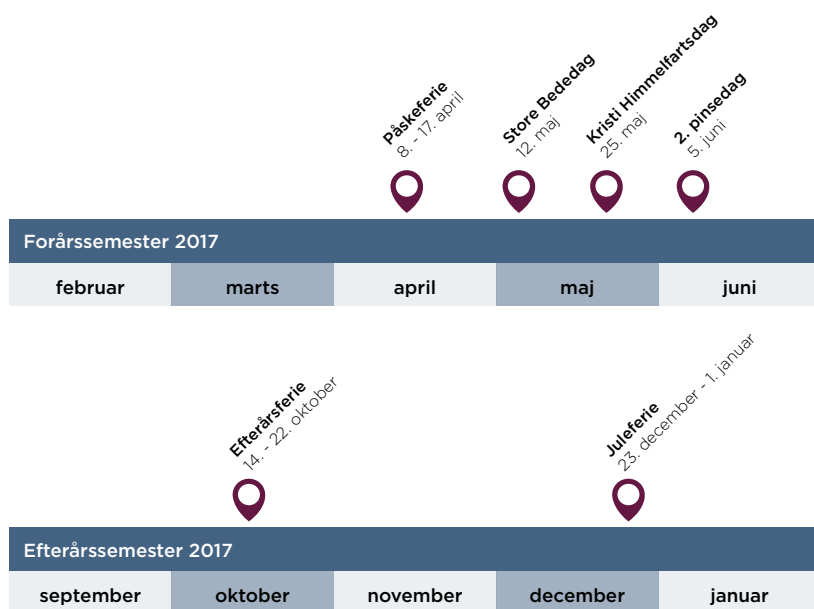
facebook.com/cphbusinessstudents

facebook.com/cphbusinessinternational

F

FOR FERIEPLAN | FREDAGSBAR

FERIEPLAN FOR 2017



FREDAGSBAR

På Cphbusiness arrangerer studentorganisationen fredagsbarer for alle studerende på de forskellige Cphbusiness-afdelinger på skift.

Alle studerende er velkomne til alle fredagsbarerne.

Læs mere på facebook.com/cphbusinessstudents.

H

FOR HELPDESK | HJEMMESIDE

HELPDESK

Har du brug for hjælp med IT på Cphbusiness, er Helpdesk klar til at hjælpe dig. Kontakt Helpdesk på e-mail helpdesk@cphbusiness.dk eller på telefon 36 15 45 20.

Eller find os på:

Cphbusiness City

Landemærket 11, lokale 406

1119 København K

Åbningstider:

Mandag til torsdag kl. 8.00 - 16.00

Fredag kl. 8.00 - 15.00

HJEMMESIDE

På cphbusiness.dk kan du blandt andet læse nyheder, se videoer og finde informationer om dit studie og din studieordning med mere.



INKUBATOR OG START-UP

Cphbusiness har stor fokus på innovation og entreprenørskab, og vi har derfor et aktivt start-up-miljø for unge iværksættere. På Cphbusiness Søerne og Cphbusiness Lyngby er der Inkubatorer, hvor seriøse studerende driver deres egen virksomhed. Der er tilbud om for eksempel at deltage i Business Idea Workshops, være med til DM i entreprenørskab eller deltage i et GROW-netværk, hvis du har en etableret virksomhed.

Læs mere om dine muligheder som iværksætter på:

cphbusiness.dk/studerende/cphbusiness-ivaerksaettermiljoe.

INTERNATIONALT KONTOR

Har du lyst til at tage en del af din uddannelse i udlandet, eller har du andre spørgsmål vedrørende dine internationale muligheder, kan du kontakte det internationale kontor på Cphbusiness.

Find kontaktoplysninger på cphbusiness.dk/kontakt/#cphbusinessinternational.

IT

IT er en stor del af dit studie på Cphbusiness. Derfor kan du i IT-guiden blandt andet læse om, hvordan du viderestiller din e-mailkonto til din private e-mailkonto, og hvordan du får adgang til dit fjernskrivebord.

Find IT-guiden på cphbusiness.dk/studerende/it-paa-cphbusiness.

KANTINE

Herunder kan du se åbningstiderne i de forskellige kantiner:

- På Cphbusiness City ligger kantinen på 4. sal.
Mandag til torsdag kl. 7.30 - 14.30
Fredag fra kl. 7.30 - 14.00
- På Cphbusiness Laboratorie og Miljø ligger kantinen i nabobygningen på Erhvervsskolen Nordsjælland.
Mandag til torsdag fra kl. 7.30 - 13.00
Fredag fra kl. 7.30 - 12.30
- På Cphbusiness Lyngby ligger kantinen i stueetagen.
Mandag til torsdag fra kl. 7.30 - 14.30
Fredag fra kl. 7.30 - 14.00
- På Cphbusiness Nørrebro ligger kantinen i kælderens.
Mandag til torsdag fra kl. 7.30 - 14.30
Fredag fra kl. 7.30 - 14.00
- På Cphbusiness Søerne ligger kantinen på 4. sal.
Mandag til torsdag fra kl. 7.30 - 19.00
Fredag fra kl. 7.30 - 14.00

KLAGER

Hvis du oplever, at du er blevet uretfærdigt behandlet på Cphbusiness, har du mulighed for at klage. Læs mere under *General information* på cphbusiness.mrooms.net.



P

FOR PARKERING | PRAKTIKOPSLAG | PRAKTIKVEJLEDNING | PRINT OG KOPI

PARKERING

Parkeringsmulighederne på Cphbusiness' afdelinger:

- På Cphbusiness City, Cphbusiness Nørrebro og Cphbusiness Søerne er det muligt at parkere på offentlige p-pladser mod betaling.
- På Cphbusiness Laboratorie og Miljø er der p-pladser med gratis parkering til høre for indkørslen.
- På Cphbusiness Lyngby er det muligt at parkere gratis på Firskovvej, derudover er det muligt at parkere på offentlige p-pladser mod betaling.

PRAKTIKOPSLAG

På Moodlerooms kan du finde opslag fra virksomheder, som søger praktikanter fra Cphbusiness. Du finder dem under *General information* på cphbusiness.mrooms.net.

PRAKTIKVEJLEDNING

Hver uddannelsesretning har en praktikvejleder, som kan hjælpe dig med spørgsmål om praktikophold. Du kan finde din vejleder og kontaktoplysninger på cphbusiness.dk/studerende/studievejledning.

PRINT OG KOPI

Det er gratis at printe og kopiere ved brug af printeren med studiekort. Husk, at Cphbusiness er en grøn virksomhed – spar derfor på papiret. Du finder vejledning til opsætning af print på cphbusiness.dk/studerende/it-paa-cphbusiness.

R

FOR RECEPTION | RENGØRING | RUSMIDLER | RYGNING

RECEPTION

Hver Cphbusiness-afdeling har en reception, som er klar til at hjælpe dig med spørgsmål om for eksempel dit studie og lokaler. Alle glemte sager bedes indleveres i receptionen.

Alle receptionerne har åbent fra mandag til torsdag kl. 8.00 - 15.30 og fredag fra kl. 8.00 - 14.00.

RENGØRING

Der bliver gjort rent én gang i døgnet. Vi forventer af dig, at du tager et medansvar. Ryd derfor op, når du forlader et lokale.

RUSMIDLER

Det er bortvisningsgrund, hvis du er påvirket af rusmidler i forbindelse med undervisningen.

RYGNING

Det er kun tilladt at ryge på Cphbusiness' udendørs rygearealer.

S

FOR SELVBETJENING | SKEMA | SOCIALE MEDIER | SPECIALPÆDAGOGISK STØTTE (SPS) | STUDENTERORGANISATION | STUDIEADMINISTRATION | STUDIEKORT | STUDIERABAT | STUDIEVEJLEDNING | STUDIERÅD | SU

SELVBETJENING

På selvbetjening.cphbusiness.dk kan du se dine karakterer og ændre din Cphbusiness-adgangskode. Du kan også tilmelde dig SMS-tjenesten og modtage information om ændringer i din undervisning.

Du logger på Selvbetjening ved at skrive dit Cphbusiness-brugernavn med EFIF\ foran (EFIF\cph-xxx) og din adgangskode.

Selvbetjening kan også hentes som en app til din smartphone (læs mere under "App").

SKEMA

Find en manual til, hvordan du finder dit skema på cphbusiness.dk/studerende/it-paa-cphbusiness.

Skemafridage er typisk beregnet til projektarbejde og gruppearbejde.

SOCIALE MEDIER

Følg Cphbusiness her og del gerne dine billeder med #cphbusiness.



SPECIALPÆDAGOGISK STØTTE (SPS)

Har du grundet en funktionsnedsættelse behov for særlig støtte for at kunne gennemføre din uddannelse på Cphbusiness, kan du søge om Specialpædagogisk Støtte (SPS). Du kan søge om SPS-støtte, hvis du har læse- og skrivevanskeligheder (ordblindhed), fysiske lidelser, psykiske lidelser eller høre- og synsvanskeligheder.

Læs mere om SPS-vejledning på cphbusiness.dk/studerende/su-og-sps.

STUDENTERORGANISATION

Cphbusiness har en studenterorganisation, som arbejder aktivt med sociale og faglige events for alle studerende på Cphbusiness.

Læs mere om studenterorganisationen bagerst i denne brochure eller på cphbusiness.dk/studerende/studenterforeningen.

STUDIEADMINISTRATION

Du er altid velkommen til at kontakte studieadministrationen, hvis du har spørgsmål om dit studie, SU eller praktik. Du vil også kunne få svar på mange studiespørgsmål i receptionen på din afdeling.

Kontakt studieadministrationen via din lokale reception eller på telefon 36 15 45 00. Åbningstiden er mandag til torsdag fra kl. 8.00 - 15.30 og fredag fra kl. 8.00 - 14.00.

STUDIEKORT

I løbet af de første uger på studiet får du udleveret et studiekort, som også fungerer som kopi- og printerkort. Derudover kan du via studiekortet få en række studierabatter.

STUDIERABAT

Som studerende på Cphbusiness kan du få studierabat adskillige steder. Du finder listen over studierabatter på cphbusiness.mrooms.net.

STUDIEVEJLEDNING

Hver Cphbusiness-afdeling har en studievejledning, som kan hjælpe dig med spørgsmål om dit studie. Du kan finde åbningstider og adresser på cphbusiness.dk/studerende/studievejledning.

STUDIERÅD

På hver uddannelse er der et studieråd (kaldet Programme Student Council), hvor uddannelsen evalueres og drøftes for at sikre den bedst mulige uddannelse for dig. Der vælges en til to repræsentanter for hvert hold.

Der er også et studieråd per afdeling (Campus Student Council) og et overordnet råd for hele Cphbusiness (Academy Student Council).

SU

Som studerende på Cphbusiness er du berettiget til SU. Læs mere om SU på cphbusiness.dk/studerende/su-og-sps.

Hvis du har spørgsmål om SU, er du velkommen til at sende os en e-mail på su@cphbusiness.dk med dit spørgsmål og din kontaktinformation. Husk at bruge din Cphbusiness-email.



FOR TRANSPORT | TRÅDLØST NETVÆRK

TRANSPORT

Som studerende kan du ansøge om et ungdomskort til offentlige transportmidler. Læs mere om dette på cphbusiness.dk/studerende/su-og-sps.

TRÅDLØST NETVÆRK

Alle studerende har adgang til det trådløse netværk på Cphbusiness. Netværket hedder *cphbusiness*.

Brug dit Cphbusiness-login og password første gang du logger ind på det trådløse netværk.

U

FOR UDLANDSOPHOLD

UDLANDSOPHOLD

Alle studerende på Cphbusiness har mulighed for at tage et udlandsophold i løbet af uddannelsen. Du kan for eksempel tage dit praktikforløb i udlandet. På nogle uddannelser kan du også tage et semester i udlandet.

Læs mere om dine muligheder for udlandsophold på cphbusiness.dk/udlandsophold.

W

FOR WEBSHOP | WISEFLOW

WEBSHOP

Cphbusiness har en webshop, hvor alle studerende har mulighed for at købe sportstøj og accessories med mere med rabat. Få 10 procent på din bestilling ved at bruge koden **CPHBUSINESS10**.

Besøg webshoppen på: cphbusiness.sportyfied.com.

WISEFLOW

Cphbusiness benytter WISEflow, der er en online afleveringsplatform i forbindelse med aflevering af eksamensopgaver og andre større opgaver.

Log på cphbusiness.wiseflow.dk med dit Cphbusiness-brugernavn (cph-xxx) og din adgangskode.

