Application Guide for AP Degrees - Winter Intake 2019
- International Applicants -

How to Apply

All applicants must apply for admission through our website at www.cphbusiness.dk/english

You can apply from 15 September 2018.

You must fill in our application form online and send it together with your documents at https://www.cphbusiness.dk/english/applicants/admission-winter/#applicationformforapdegreeandtop-upbachelor'sdegreeprogrammes

Please be aware of the following:

- You can only apply for two priorities.
- You can only submit one application.
- If you want to add corrections to your application once it is submitted, you must upload them at https://www.cphbusiness.dk/english/applicants/admission-winter/upload-documents-winter/

Application deadlines and deadlines for submitting documentation are as follows:

- **29 September 2018, at 12 noon** (CET): Non-EU-citizens.
- **15 November 2018, at 12 noon** (CET): EU-citizens.

Application Fee

If you are a non-EU-citizen and do not have a permanent residence permit or a residence permit in anticipation of permanent stay in Denmark, you must pay an application fee.

Cphbusiness must receive the application fee before the **29 September 2018, at 12 noon** (CET) otherwise your application will not be processed.

The application fee is 100 EUR per applicant, and the amount must be transferred via our webshop on http://webshop.cphbusiness.dk

Please remember to write your full name and the name(s) of the programme(s) you are applying for.

Please notice you only need to pay the fee once, regardless the amount of programmes you are applying for.

Please send the payment receipt together with your application form and documents.

Please be aware of the following:

- The application fee will not be deducted from the tuition fee if you are admitted to a program at Cphbusiness.
- The application fee is not a guarantee for admission.
- The application fee is non-refundable if not admitted.

Documentation

The application must be appended documentation to prove that the applicant satisfies all admission requirements and documentation for any other activities that the applicant wants to be considered as part of the application.

All documentation must be send together with the application form.

EU-citizens with Danish qualifications only must be aware of the following:

If you have to take a supplementary course to satisfy the subject-specific admission requirements, you must submit documentation for enrollment or participation in a supplementary course together with the online application form.

Before sending the documentation, we recommend, that you gather your files into one pdf-file.

Instructions on how to prepare your files for upload can be found on the last page of our online application form.

Please be aware that the maximum file size is 7 MB. If your file exceeds 7 MB, you must upload your material in several single files.

If you want to add additional documentation to your application after you have sent it, you must upload it on https://www.cphbusiness.dk/english/applicants/admission-winter/upload-documents-winter/

The deadline for submitting additional documentation is:

- **29 September 2018, at 12 noon** (CET): Non-EU-citizens.
- **15 November 2018, at 12 noon** (CET): EU-citizens.

EU-citizens with Danish qualifications only must be aware of the following:

Documentation for passed supplementary courses in subject-specific admission requirements must also be uploaded to https://www.cphbusiness.dk/english/applicants/admission-winter/upload-documents-winter/ no later than **20 January 2019 at 12 noon** (CET).

Once again, please be aware that the maximum file size is 7 MB. If your file exceeds 7 MB, you must upload your material in several single files.

Instructions on how to prepare your files for upload can be found at https://www.cphbusiness.dk/english/applicants/admission-winter/#upload

Waiting list

At each intake, Cphbusiness creates waiting lists for the offered programs, where eligible applicants whose qualifications did not qualify them for a study place can be admitted.

After the application deadline, Cphbusiness selects applicants for the waiting lists. Therefore it is not possible to apply for a spot on a waiting list, even if you are refused a place on a given program.

Please note that the waiting list at the winter intake is not the same as a standby-list, which only relates to the summer intake.

If you have been offered a spot on a waiting list and a place becomes available, you will be offered a place on the programme concerned by telephone, no later than a fortnight after study start. Please see further information in the admission letter.

In the event that no place becomes available, your spot on the waiting list will be annulled, and you are not guaranteed admission to the programme concerned the following intake.

Admission Requirements

All applicants are required to submit the following documentation to prove that they satisfy the admission requirements for the AP degree concerned:

- A copy of your original diploma and transcript of grades from upper secondary school, university or similar. Some applicants are, depending on where they have completed upper secondary school, required to have completed a number of years of university studies after upper secondary school in order for their qualifications to be considered equal to a Danish upper secondary school diploma. Please refer to the Danish Ministry of Higher Education and Science's guidelines available on http://ufm.dk/en/education-and-institutions/recognition-and-transparency/find-assessments/entry-to-higher-education or contact the study counsellors for more information on this matter.
- A copy of a translation into Danish or English of your original diploma and transcript of grades from upper secondary school, university or similar. Translations must be made by a certified translator. It is not necessary to translate diplomas issued by Swedish or Norwegian educational institutions.

All applicants must also enclose the following documents:

- Copies of certificates documenting that you satisfy any subject-specific admission requirement(s), if the subject(s) is/are not part of your upper secondary school diploma or similar and/or
- A written confirmation from your upper secondary school or similar that certifies the number of years you have studied any subject-specific admission requirement(s) for, the number of hours per year, and the overall contents of the classes.
- EU-citizens with Danish qualifications who have to take a supplementary course to satisfy the subject-specific admission requirements, must submit documentation for enrollment or participation in a supplementary course together with the online application form.

Applicants must be aware that they must have passed any subject-specific admission requirement(s) with at least the grade 02 (Danish grading scale) or an equivalent hereof. If more grades are given in a subject, the average hereof must be at least 02 (Danish grading scale) or an equivalent hereof.

All applicants must have excellent qualifications in English and enclose documentation for this with their application. Please check https://www.cphbusiness.dk/english/study-programmes/ap-degree/service-hospitality-and-tourism-management/#admissionrequirements for information about qualifications in English required by Cphbusiness.

Motivated Application

All applicants are encouraged to enclose a written letter of motivation. The letter must not exceed 1 page A4 and should focus on the following issues:

- Why do you apply for admission to the AP degree concerned?
- What are your plans for the future?
- Other issues that you might want to bring to Cphbusiness' attention.

Work Experience

Applicants who want work experience or similar to be considered as part of their application must submit the following documentation:

- **Documentation for work experience.** (including military service.)
  You should preferably submit recommendation letters, but pay slips are also accepted. (Submit the

first and last pay slip for the period(s) of employment.)

- **Documentation for activities apart from work experience.**
  This might include au-pair, extended travels abroad, voluntary work, etc. We prefer to receive recommendation letters but other forms of documentation are also accepted.

All work experience and other activities must be listed on the application form. It is not sufficient to enclose a curriculum vitae. Be careful to list all the required information, i.e. name of company, position held, dates when employment commenced and ended, number of hours per week, and total length of employment in months.

Work experience and other activities that cannot be documented, will not be considered when evaluating your application.

Application with Special Admission

If you do not have a qualifying exam but other qualifications you can apply for admission with special permission.
You must upload documentation for permission together with your application, and Cphbusiness will on that

basis make an individual assessment to determine if your qualifications correspond to an qualifying exam. If your qualifications are considered equivalent to the admission requirements, your application will be assessed on equal terms with other applicants. In certain cases Cphbusiness requires that you prior to study start complete additional courses in subject-specific admission requirements to document the necessary qualifications.

The deadline for application with special admission is **29 September 2018 at 12 noon** (CET).

For more information, please see Adgangsbekendtgørelsen or contact the study counsellors at Cphbusiness, https://www.cphbusiness.dk/en/contact/#studentcounsellingandinternshipservices

Application with Dispensation

If you have a qualifying exam but may not satisfy the subject-specific admission requirements, you can apply for admission with dispensation.
You must write a short dispensation application (must not exceed 1 page A4) explaining the background for your application and attach documentation for the qualifications you base the application on. If Cphbusiness considers your qualifications to be equivalent to the admission requirements, your application will be assessed on equal terms with other applicants.

Application with dispensation may also concern exemption for the 2 year rule. In this case you must also write a short dispensation application and attach documentation to meet the criteria for awarding a bonus for early study start.

The deadline for application with special dispensation is **29 September 2018 at 12 noon** (CET).

For more information, please see Adgangsbekendtgørelsen or contact the study counsellors at Cphbusiness, https://www.cphbusiness.dk/en/contact/#studentcounsellingandinternshipservices

Second Degree Limitation

The government has passed a law regarding second degrees. This means that if you have completed a Danish AP degree or another Danish higher education program at the same or a higher level, you can not apply for admission to a new AP degree program. There are exceptions to the law, which you can find here:

- If you are unable to use the already completed education on the labour market due to health conditions.
- The already completed education was completed at least 6 years before the study start of the AP degree program that you apply for.
- The education already completed has changed significantly or has expired.
- The education already completed falls under a ministry other than the Ministry of Education and Research, e.g. the Ministry of Justice or the Ministry of Culture.

For further details please see the Adgangsbekendtgørelsen.

Restrictions on duration of education time

Programmes, with a standard time limit of up to 120 ECTS credits, must be completed within a number of years, corresponding to twice the standard time limit. Other programmes must be completed within a number of years, corresponding to the standard time limit plus two years. Cphbusiness can make an exemption about latest completion date, when it is due to unusual circumstances.

Previous Program of Higher Education

Applicants who have previously completed a program of higher education in whole or in part must indicate this in the application. Documentation must be enclosed in the form of a diploma and/or transcript of grades as well as a course description, including learning objectives and ECTS. If the applicant has been educated in a country that does not use the ECTS-system, the course description must include the number of hours per subject.

Applicants with a Handicap

Applicants with a documented handicap, for example dyslexia or a physical or psychological disability, must indicate this in the application. This enables Cphbusiness to initiate the application process for support as soon as possible if the applicant is admitted. It is also recommended that applicants contact the counsellors for students with handicaps, to enquire about the possibility for support once they have been admitted. Further information will be available in the admission letter.

Residence Permit and Tuition Fee

Applicants who are not citizens of Denmark, another EU-state or an EEA-country (incl. The Faroe Islands, Norway and Switzerland) must be aware of the following:

- If you have a permanent residence permit for Denmark or a residence permit in anticipation of permanent stay in Denmark, you must enclose a copy of your Danish residence card. Otherwise you will be charged a tuition fee for the AP degree concerned.
- If you do not have one of the above-mentioned residence permits, you will be charged a tuition fee for the entire AP degree concerned. The tuition fee must be paid one semester at a time prior to the beginning of the semester. The fee for the 1st semester must be paid immediately after the applicant has received a conditional admission letter from Cphbusiness.

For more detailed information regarding residence permits and tuition fees please go to “Information for non-EU applicants” on https://www.cphbusiness.dk/english/applicants/admission-winter#informationfornon-euapplicants.

Results

All applicants will receive a reply to their application as follows:

- **1 November 2018:** Non-EU-citizens.
- **15 December 2018:** EU-citizens.

All applicants with receive a reply at Cphbusiness Applicantnet.

Applicants who are admitted must confirm or reject the offer of a study place at Cphbusiness Applicantnet. The deadline will be stated in the admission letter.

If you do not confirm your admission to the program concerned, your study place will be given to another applicant.

Further information

If you have any further questions, please contact the study counsellors at Cphbusiness.

Please check https://www.cphbusiness.dk/en/contact/#studentcounsellingandinternshipservices