

## Diplomas – information for students at Cphbusiness

Cphbusiness only issues digital diplomas in PDF format. The diploma will be sent to your eBox. Your diploma consists of a page in Danish, a page in English, and an explanation page. In addition, there is an accompanying document called a Diploma Supplement.

Cphbusiness keeps a digital copy of your original diploma and information, in order to recreate this certificate should it be necessary.

### The name on the diploma

The name on your diploma must be your full name. This information is extracted directly from the CPR register (Civil Registration System). Please make sure that the CPR register has recorded your name correctly.

The diploma is an original document using information provided at the time of issue. A new diploma will not be issued should you change your name at a later stage.

See exceptions in the below section: "When is a new diploma issued?".

### Issuing of diplomas

Cphbusiness strives to ensure that all graduates receive their diplomas in their eBox on the day of graduation. However, due to high demand, it may take up to two weeks until you to receive your diploma. If you need proof of course completion before you have received your diploma, you can contact reception at your place of study and request a transcript of results.

In the event of re-examination in the Final Examination Project, your diploma will be sent to your eBox within a month.

Diplomas are only issued for fully completed programme components (i.e. business, bachelor or part-time programmes). Students of part-time courses will also receive a single subject diploma.

For students who leave a programme without having completed it, a transcript can be issued which documents the parts of the programme that were passed. You can contact reception at your place of study and ask for a transcript of results.

### Studying abroad and credits

Educational components passed abroad will not appear on the diploma. Instead, the replaced subjects will appear with a "merit" assessment. Save a copy of your transcript from abroad, and you can attach it as an annex to your diploma from Cphbusiness, if you wish. This is your documentation to show which subjects you studied abroad, as well as which subjects you received credits for.

### Lost diplomas

Cphbusiness may not reprint a diploma (see exceptions below). If you have lost your diploma, you can obtain a certified copy of the original diploma. Alternatively, you can obtain a transcript and a letter documenting that you have passed the course in question.

### When can a new diploma be issued?

In special circumstances, a new diploma may be issued to you. In all cases, you will receive a letter in your eBox stating that your previous certificate is invalid and that you must delete it from your eBox. Cphbusiness will send a new valid certificate to your eBox. If you have a physical diploma, it must be returned to Cphbusiness.

Complaints: If you have received a new assessment following a successful appeal, a new diploma will be issued

Cheating in examinations: If it is discovered that cheating has taken place during an examination, the diploma will be revoked. A new, valid certificate will be issued when the examination has been passed.

Errors: If there are errors in the diploma, a new diploma can be issued.

Gender change: If you change gender, Cphbusiness can issue a new diploma that reflects the new identity data.

If you have any questions, please contact: [eksamen@cphbusiness.dk](mailto:eksamen@cphbusiness.dk)