

# WELCOME TO CPHBUSINESS



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## Table of contents

Welcome by the President of Cphbusiness _____	4
Practical information (A-Z) in English _____	5

## Indholdsfortegnelse

Velkomst af rektor for Cphbusiness _____	18
Praktisk information (A-Z) på dansk _____	19

## 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 this 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.

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

Kind regards,

Ole Gram-Olesen  
President, Cphbusiness



# A

## **Absence**

At Cphbusiness you are responsible for your own education, which means that there is no compulsory attendance, but we strongly recommend that you participate in class as much as possible.

This means that you do not have to report any absence to the student administration.

## **Alcohol etc.**

If you are under the influence of alcohol or other 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.

Remember to enter “Copenhagen Business Academy” as your educational institution on LinkedIn, then you are automatically a part of the valuable alumni network with other graduates from Cphbusiness.

## **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

## 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](http://polyteknisk.dk/cphbusiness)

Polyteknisk Book Store carries all relevant textbooks and calculators. At [polyteknisk.dk/cphbusiness](http://polyteknisk.dk/cphbusiness) you can find a list of all your 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, DK-2800 Kgs. Lyngby.

# C

## Canteen

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

Cphbusiness City: the canteen is on the 4th floor.

Monday - Thursday: 07:30 - 20:00

Friday: 07:30 - 14:00

Cphbusiness Laboratorie og Miljø: the canteen is in the adjacent building at Erhvervsskolen Nordsjælland.

Monday - Thursday: 08:00 - 13:00

Friday: 08:00 - 12:00

Cphbusiness Lyngby: the canteen is on the ground floor.  
Monday – Thursday: 08:00 – 15:00  
Friday: 08:00 – 14:00

Cphbusiness Nørrebro: the canteen is in the basement.  
Monday – Friday: 07:30 – 14:00

Cphbusiness Søerne: the canteen is on 4th floor.  
You can see the opening hours in the canteen.

## Cleaning

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

## Computer

All students are advised to bring a laptop, as IT is used in all classes.



## Email

At the start of your 1st semester you will be assigned a Cphbusiness email account, which you access at [webmail.efif.dk](mailto:webmail.efif.dk) or via [fronter.com/cphbusiness](https://fronter.com/cphbusiness). You log on to your email account with the domain and your Cphbusiness username (e.g. EFIF\cph-xxx) and your password.

Your email address consists of your Cphbusiness username + @cphbusiness.dk (e.g. 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 teachers, the student administration etc.

You can install the email account on your computer and your smart-phone and you can forward it to your private email account.

See the instructions in the IT guide at [cphbusiness.dk/studieliv/english-it](http://cphbusiness.dk/studieliv/english-it)

## Evaluations

At Cphbusiness we continue to develop our study programmes based on the students' satisfaction. Therefore you will be invited to participate in evaluations of your study programme, the study environment, the teachers etc.

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

## Events

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

- [cphbusiness.dk/studieliv/english-events](http://cphbusiness.dk/studieliv/english-events)
- [facebook.com/copenhagenbusinessacademy](https://facebook.com/copenhagenbusinessacademy)
- [facebook.com/cphbusinessstudents](https://facebook.com/cphbusinessstudents)

# F

## Facebook

You can stay updated on news, upcoming events and more by following Cphbusiness at [facebook.com/copenhagenbusinessacademy](https://facebook.com/copenhagenbusinessacademy).



You can also follow the student organisation and stay updated on Friday Bars, sport events, company visits and much more at [facebook.com/cphbusinessstudents](https://facebook.com/cphbusinessstudents).

## Friday Bar

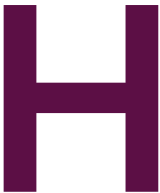
It is the student organisation that runs the Friday Bars. The Friday Bars take place more or less every Friday and change venue so that the different Cphbusiness campuses take turn in hosting the bar. All students are welcome at all Friday Bars.

Read more at [cphbusiness.dk/studieliv/friday-bars](https://cphbusiness.dk/studieliv/friday-bars)

## Fronter

Fronter is Cphbusiness' e-learning platform for students. This is the place where we keep important information regarding your study programme such as exams, the material used in classes and available internships. Furthermore this is where you hand in your assignments and projects. Remember to check out Fronter daily.

Log on to [fronter.com/cphbusiness](https://fronter.com/cphbusiness) using your Cphbusiness username (cph-xxx) and password.



## Helpdesk

If you have any problems with the IT at Cphbusiness, you can ask Helpdesk.

Please contact Helpdesk by email: [helpdesk@cphbusiness.dk](mailto:helpdesk@cphbusiness.dk) or by telephone: +45 36 15 45 20.

Address:  
Cphbusiness City  
Landemærket 11, 4th floor, room 418  
DK-1119 Copenhagen K

Opening hours:  
Monday - Thursday: 08:00 - 16:00  
Friday: 08:00 - 15:00

## Holidays 2014/2015

Autumn holiday	13 - 17 October 2014
Christmas holidays	24 December 2014 - 2 January 2015
Easter holiday	2 - 6 April 2015
Prayer Day	1 May 2015
Ascension Day/Holiday	14 - 15 May 2015
Constitution Day:	5 June 2015
Pentecost:	25 May 2015



## Incubator and Start-up

Cphbusiness focuses on innovation and entrepreneurship and has incubator and start-up environments for young entrepreneurs.

Read more about your opportunities as an entrepreneur at [cphbusiness.dk/english/the-incubator](http://cphbusiness.dk/english/the-incubator)

## Instagram

You can follow **@cphbusiness** on Instagram, and share photos from your study life with **#cphbusiness**.

## International office

At the international office you can get assistance with any aspect of

your stay in Denmark. If you want to do a part of your programme abroad or you have other questions regarding international opportunities you are more than welcome to contact the international office at Cphbusiness.

Find the contact information at [cphbusiness.dk/english/international-office](https://cphbusiness.dk/english/international-office)

Read more about your opportunities abroad at [cphbusiness.dk/english/international/going-abroad](https://cphbusiness.dk/english/international/going-abroad)

## Internship vacancies

On Fronter you can find advertisements from companies that are looking for interns. Find the advertisements under "Internship Vacancies - Praktikopslag" at [fronter.com/cphbusiness](https://fronter.com/cphbusiness)

## IT

IT is a large 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 and more.

Find the IT guide at [cphbusiness.dk/studieliv/english-it](https://cphbusiness.dk/studieliv/english-it)

# J

## Job advertisements

On Studieliv you can find job advertisements for both student jobs and jobs for graduates.

Read more at [cphbusiness.dk/studieliv/jobs](https://cphbusiness.dk/studieliv/jobs)  
You can get a login in the reception at your campus.

# L

## Library

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

You can check out books, final examination projects, e-books, magazines, CD-ROM/DVD, cameras\*, dictaphones\* etc. (\*Only at the library in Lyngby).

Read more about the libraries and their opening hours at [cphbusiness.dk/library](http://cphbusiness.dk/library)

# P

## Parking

The opportunities for parking vary at Cphbusiness' different campuses:

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

## Password

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

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 8 characters and will be valid for 1 year. You can change and renew your password at [selvbetjening.cphbusiness.dk](https://selvbetjening.cphbusiness.dk)

If your password has expired, you can log on to [mobil.efif.dk](https://mobil.efif.dk) using your old password and change it to a new password. If Self-service knows your mobile number, you can reset the password by texting "kodeord" to telephone: +45 29 79 77 78. The SMS-service will return your new password.

You can read more at [cphbusiness.dk/studieliv/english-it](https://cphbusiness.dk/studieliv/english-it)

## Practical info

You can find practical information about financial matters, part-time jobs, health and safety, learning Danish, useful links etc. at [cphbusiness.dk/english/practical-information](https://cphbusiness.dk/english/practical-information)

## Print and copy

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

Check out the IT guide for information about how to install and set up the printers at [cphbusiness.dk/studieliv/english-it](https://cphbusiness.dk/studieliv/english-it)

# R

## Reception

Every campus at Cphbusiness has a reception where they can help you with questions you might have regarding your study programme, classrooms etc. In the reception you can also hand in or collect lost property.

All receptions are open Monday - Friday 08:00 - 14:00.

# S

## Self-service

At [selvbetjening.cphbusiness.dk](https://selvbetjening.cphbusiness.dk) you can find your schedule, see your grades and change your Cphbusiness password. This is also the place to sign up for our SMS-service in order to receive information about changes in teaching schedules etc.

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

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

## Schedule

You can access your schedule online at [selvbetjening.cphbusiness.dk](https://selvbetjening.cphbusiness.dk). Teaching-free days are typically used for projects and group work.

## Smoking

It is not permitted to smoke anywhere on Cphbusiness' grounds.

## Social media

Follow Cphbusiness on the following social platforms:

- Facebook
- Google+
- Instagram
- LinkedIn
- Twitter
- Youtube



Find the links for the social platforms at [cphbusiness.dk/english/social-media](http://cphbusiness.dk/english/social-media)

## Student organisation

Cphbusiness has a student organisation that works at creating social and academic events for all students at Cphbusiness.

Read more about the student organisation at [cphbusiness.dk/studieliv/student-organisation](http://cphbusiness.dk/studieliv/student-organisation)

## 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 by email: [soerne@cphbusiness.dk](mailto:soerne@cphbusiness.dk) or by telephone: +45 36 15 45 00. The telephone is open Monday - Thursday 08:00 - 15:30 and Friday 08:00 - 14:00.

Address:  
Cphbusiness Sørerne  
Nansensgade 19  
DK-1366 Copenhagen K

Opening hours: Monday - Friday: 08:00 - 14:00

## **Student counselling**

Every campus at Cphbusiness has a student counselling office. You can find opening hours and addresses at [cphbusiness.dk/english/student-counselling](http://cphbusiness.dk/english/student-counselling)

## **Student card**

Within the first few weeks 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 discount**

As a student at Cphbusiness you can get a student discount several places. You can find the list of available discounts at [cphbusiness.dk/studieliv/student-discounts](http://cphbusiness.dk/studieliv/student-discounts)

## **Student Council**

Each study programme has its own student council (dubbed Programme Student Council) where the programme is evaluated and discussed to assure the best possible education for you. 1 or 2 representatives are elected from each class to be in the student council.

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

## **SU - student grant**

The Danish State Educational Support (SU) is generally only awarded to Danish residents. As an international student you may, however, apply for equal status.

Read more at the website of the Danish Education Support Agency at [su.dk/english](http://su.dk/english)



# T

## Transport

Copenhagen has an extensive and efficient transport system of buses, trains and metro trains. All campuses of Cphbusiness are located close to S-train stations.

As an international student you can take advantage of monthly tickets or 10 trip tickets, which are much cheaper than buying single or return tickets.

Read more about transport at [cphbusiness.dk/english/transport](https://cphbusiness.dk/english/transport)

# W

## Website

At [cphbusiness.dk/english](https://cphbusiness.dk/english) you can read news, watch videos and find useful information about your study programme e.g. the curriculum.

Studioliv is a part of Cphbusiness' website and is for anyone studying at Cphbusiness. Here you can find student discounts, information on upcoming events, interviews and blogs among other things.

Visit Studioliv at [cphbusiness.dk/studioliv/english](https://cphbusiness.dk/studioliv/english)

## Wi-fi

All students have access to the wireless internet at Cphbusiness.

Name of network: CPHBUS-STUDENT.

No password is needed to log on.

## 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 denne studiestartspakke, som vi håber kan hjælpe dig godt i gang med dit studie.

I pakken finder du bl.a. denne brochure med praktiske oplysninger om både Cphbusiness og studenterorganisationen.

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

Med venlig hilsen

Ole Gram-Olesen  
Rektor, Cphbusiness





## Adgangskode og brugernavn

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

Det er vigtigt, at du ændrer din adgangskode til en, som du kan huske. Din adgangskode skal være minimum 8 tegn og udløber efter et år. Du kan ændre og forny din adgangskode på [selvbetjening.cphbusiness.dk](https://selvbetjening.cphbusiness.dk)

Hvis din adgangskode er udløbet, kan du logge på [mobil.efif.dk](https://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 tlf. 29 79 77 84.

Du vil derefter modtage en SMS med dit nye kodeord.

Du kan læse mere på [cphbusiness.dk/studieliv/it](https://cphbusiness.dk/studieliv/it)

## Alumni

Når du dimitterer fra Cphbusiness, er det vigtigt at fastholde og udbygge dit netværk i forbindelse med bl.a. jobsøgning.

Husk derfor at angive Copenhagen Business Academy som din uddannelsesinstitution på LinkedIn, så er du automatisk med i det værdifulde alumni-netværk med andre dimittender fra Cphbusiness.

## 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

## 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, hovedopgaver, e-bøger, tidsskrifter, aviser, CD-rom/DVD, kameraer\*, diktafoner\* etc. (\*Kun på biblioteket i Lyngby).

Læs mere om bibliotekerne på [cphbusiness.dk/bibliotek](http://cphbusiness.dk/bibliotek)

## Bøger

Du kan forvente at skulle købe nye bøger på hvert semester. Du kan finde boglisten til dit semester på [polyteknisk.dk/cphbusiness](http://polyteknisk.dk/cphbusiness)

Polyteknisk Boghandel sælger alle relevante lærebøger samt lomme-regnere. På [polyteknisk.dk/cphbusiness](http://polyteknisk.dk/cphbusiness) finder du en oversigt over dine studiebooks. Du kan vælge at få bøgerne sendt hjem til din adresse eller du kan afhente dem i Polyteknisk Boghandel på Anker Engelundsvej 1, 2800 Kgs. Lyngby.

# C

## Computer

Alle studerende bør medbringe en bærbar computer, da brug af IT er integreret i undervisningen.

# E

## E-mail

Ved studiestart får du automatisk tildelt en e-mailkonto på Cphbusiness, som du tilgår via [webmail.efif.dk](mailto:webmail.efif.dk) eller via [fronter.com/cphbusiness](https://fronter.com/cphbusiness). Du logger ind på din e-mailkonto med domænet EFIF og dit Cphbusiness-brugernavn (dvs. EFIF\cph-xxx) samt din adgangskode.

Din e-mailadresse består af dit Cphbusiness-brugernavn + @cphbusiness.dk (fx 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 m.fl.

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

Se hvordan i IT-guiden på [cphbusiness.dk/studieliv/it](https://cphbusiness.dk/studieliv/it)

## Evalueringer

På Cphbusiness arbejder vi kontinuerligt med at udvikle vores uddannelser med udgangspunkt i de studerendes tilfredshed. Derfor vil du i løbet af året modtage invitationer til at deltage i evalueringer af din uddannelse, dit studiemiljø, dine undervisere mv.

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

## Events

Du kan holde dig opdateret om events for studerende følgende steder:

- [cphbusiness.dk/studieliv/events](http://cphbusiness.dk/studieliv/events)
- [facebook.com/copenhagenbusinessacademy](https://facebook.com/copenhagenbusinessacademy)
- [facebook.com/cphbusinessstudents](https://facebook.com/cphbusinessstudents)

# F

## Facebook

Du kan følge Cphbusiness og holde dig opdateret om nyheder, kommende events m.m. på [facebook.com/copenhagenbusinessacademy](https://facebook.com/copenhagenbusinessacademy).

Du kan også følge studenterorganisationen, og holde dig opdateret om bl.a. fredagsbarer, sportsevents og virksomhedsbesøg på [facebook.com/cphbusinessstudents](https://facebook.com/cphbusinessstudents).

## Ferieplan 2014/2015

Efterårsferie	13. - 17. oktober 2014
Juleferie	24. december 2014 - 2. januar 2015
Påskeferie	2. - 6. april 2015
St. Bededag	1. maj 2015
Kristi Himmelfartsferie	14. - 15. maj 2015
2. Pinsedag	25. maj 2015

## Fredagsbar

På Cphbusiness arrangerer studenterorganisationen fredagsbarer for alle studerende på skift på de forskellige Cphbusiness-afdelinger. Alle studerende er velkomne til alle fredagsbarerne.

Læs mere på [cphbusiness.dk/studieliv/fredagsbarer](http://cphbusiness.dk/studieliv/fredagsbarer)

## Fronter

Fronter er Cphbusiness' e-læringsplatform for studerende. Her samler vi vigtig information vedrørende din uddannelse, herunder eksamener, undervisningsmateriale og praktikopslag. På Fronter afleverer du også dine rapporter og eksamensopgaver. Husk derfor at tjekke Fronter dagligt.

Log på [fronter.com/cphbusiness](https://fronter.com/cphbusiness) med dit Cphbusiness-brugernavn (cph-xxx) og din adgangskode.

## Fravær

På Cphbusiness er der ikke mødepligt, men vi anbefaler stærkt, at du deltager i undervisningen så meget som muligt. Det betyder, at du ikke skal melde fravær til studieadministrationen.



## Hjemmeside

På [cphbusiness.dk](https://cphbusiness.dk) kan du bl.a. læse nyheder, se videoer og finde informationer om dit studie, fx din studieordning.

Studieliv er en del af Cphbusiness' hjemmeside for dig, som studerer på Cphbusiness. Her finder du bl.a. studierabatter, information om kommende events, nyheder, interviews og blogs.

Du finder Studieliv på [cphbusiness.dk/studieliv](https://cphbusiness.dk/studieliv)

## 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](mailto:helpdesk@cphbusiness.dk)  
eller på tlf. 36 15 45 20.

Adresse:

Cphbusiness City  
Landemærket 11, 4.sal, lokale 418  
1119 København K

Åbningstider:

Mandag - torsdag: 08.00 - 16.00  
Fredag: 08.00 - 15.00



## Inkubator og start-up

Cphbusiness har et stort fokus på innovation og entreprenørskab, og vi har derfor inkubator- og start-up-miljøer for unge iværksættere.

Læs mere om dine muligheder som iværksætter på  
[cphbusiness.dk/studieinfo/inkubatoren](https://cphbusiness.dk/studieinfo/inkubatoren)

## Instagram

Du kan følge **@cphbusiness** på Instagram og dele billeder fra dit studieliv med **#cphbusiness**.

## Internationalt kontor

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

Find kontaktoplysninger på [cphbusiness.dk/internationalt-kontor](https://cphbusiness.dk/internationalt-kontor)

Se under "Udlandsophold" og læs mere om dine internationale muligheder.



## IT

IT er en stor del af dit studie på Cphbusiness, derfor kan du i IT-guiden bl.a. 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/studieliv/it](https://cphbusiness.dk/studieliv/it)

# J

## Jobopslag

Du kan finde jobopslag til både studiejobs og jobs efter studiet på [cphbusiness.dk/studieliv/job-og-praktik](https://cphbusiness.dk/studieliv/job-og-praktik)

Du kan få login til jobopslag i receptionen på din afdeling.

# K

## Kantine

Herunder kan du se åbningstiderne i de forskellige kantiner:

- Cphbusiness City: Kantinen findes på 4. sal.  
Mandag – torsdag: 07.30 – 20.00  
Fredag: 07.30 – 14.00

- Cphbusiness Laboratorie og Miljø: Kantinen findes i nabobygningen på Erhvervsskolen Nordsjælland.  
Mandag – torsdag: 08.00 – 13.00  
Fredag: 08.00 – 12.00
- Cphbusiness Lyngby: Kantinen findes i stueetagen.  
Mandag – torsdag: 08.00 – 15.00  
Fredag: 08.00 – 14.00
- Cphbusiness Nørrebro: Kantinen findes i kælderen.  
Mandag – fredag: 07.30 – 14.00
- Cphbusiness Søerne: Kantinen findes på 4.sal.  
Åbningstider kan ses i kantinen.

# P

## Parkering

Parkeringsmulighederne er forskellige på Cphbusiness-afdelingerne:

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

## Praktikopslag

På Fronter kan du finde opslag fra virksomheder, som søger praktikanter fra Cphbusiness. Se under "Internship Vacancies - Praktikopslag" på [fronter.com/cphbusiness](https://fronter.com/cphbusiness).

## Print og kopi

Det er gratis at printe og kopiere. Husk at Cphbusiness er en grøn virksomhed - spar derfor på papiret.

Du finder vejledning til opsætning af print på [cphbusiness.dk/studieliv/it](https://cphbusiness.dk/studieliv/it)

# R

## Reception

Hver Cphbusiness-afdeling har en reception, som er klar til at hjælpe dig med spørgsmål vedrørende dit studie, lokaler m.m. Alle glemte sager bedes indleveret/afhentet i receptionen.

Alle receptionerne har åbent mellem kl. 08.00 - 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 lokalet.

## Rusmidler

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

## Rygning

Det er ikke tilladt at ryge på Cphbusiness' områder.

# S

## Selvbetjening

På [selvbetjening.cphbusiness.dk](http://selvbetjening.cphbusiness.dk) kan du finde dit skema, se dine karakterer og ændre din Cphbusiness-adgangskode. Du kan også tilmelde dig SMS-tjenesten for at modtage information om ændringer i din undervisning.

Du logger på Selvbetjening ved at skrive dit Cphbusiness-brugernavn med **EFIF\** foran (fx EFIF\cph-xxx) samt din adgangskode. Selvbetjening kan også hentes som en app til din smartphone (læs mere under "App").

## Skema

Du har adgang til dit skema på [selvbetjening.cphbusiness.dk](http://selvbetjening.cphbusiness.dk) eller via vores app (se under "App"). Skemafri dage vil typisk være dage, som er beregnet til projektarbejde og gruppearbejde.

## Sociale medier

Følg Cphbusiness på følgende sociale medier:

- Facebook
- Google+
- Instagram
- LinkedIn
- Twitter
- Youtube



Se links til de sociale medier på [cphbusiness.dk/sociale-medier](http://cphbusiness.dk/sociale-medier)

## Studererorganisation

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

Læs mere om studenterorganisationen på [cphbusiness.dk/students](http://cphbusiness.dk/students)

## Studieadministration

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

Kontakt studieadministrationen på e-mail: [soerne@cphbusiness.dk](mailto:soerne@cphbusiness.dk) eller på tlf. 36 15 45 00. Telefonen er åben mandag - torsdag kl. 08.00 - 15.30, og fredag kl. 08.00 - 14.00.

Adresse:

Cphbusiness Søerne  
Nansensgade 19  
1366 København K

Åbningstider: Mandag - fredag: 08.00 - 14.00

## Studievejledning

Hver Cphbusiness-afdeling har en studievejledning, som kan hjælpe dig med spørgsmål vedrørende dit studie. Du kan finde åbningstider og adresser på [cphbusiness.dk/studievejledningerne](http://cphbusiness.dk/studievejledningerne)

## 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 også få en række studierabatter.

## Studierabat

Som studerende på Cphbusiness kan du få studierabat adskillige steder. Du finder listen over studierabatter på [cphbusiness.dk/studieliv/studierabat](http://cphbusiness.dk/studieliv/studierabat)

## 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 1-2 repræsentanter for hvert hold til at sidde i studierådet.

Der er også et studieråd pr. 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/studieliv/su-og-transport](https://cphbusiness.dk/studieliv/su-og-transport)

Vi er naturligvis klar til at hjælpe dig med spørgsmål omkring SU.

Find kontaktoplysninger på SU-medarbejderne på

[cphbusiness.dk/su-vejledning](https://cphbusiness.dk/su-vejledning)



## Transport

Som studerende kan du ansøge om et ungdomskort til offentlige transportmidler.

Læs mere om dette på [cphbusiness.dk/studieliv/su-og-transport](https://cphbusiness.dk/studieliv/su-og-transport)

## Trådløst netværk

Alle studerende har adgang til det trådløse netværk på Cphbusiness. Netværket hedder CPHBUS-STUDENT.

Du behøver ikke en adgangskode for at logge på.

# U

## **Udlandsophold**

Alle studerende på Cphbusiness har mulighed for at tage et udlandsophold i løbet af uddannelsen. Du kan fx 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-under-studiet](https://cphbusiness.dk/udlandsophold-under-studiet)