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THE NIELS BROCK AMERICAN BSc PROGRAM IN COPENHAGEN

STUDENT HANDBOOK 2018 – 2019



NIELS BROCK

EDUCATION SINCE 1881

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Welcome to Niels Brock American BSc program

Many of you have traveled a long distance from your home country to further your studies here in Denmark, and we want to make you feel welcome and comfortable throughout your stay with us! This *Handbook* is a brief introduction to the American Bachelor of Science Program, and it should serve as a practical source for information related to your stay here. Routine matters will be handled according to Niels Brock's guidelines, and you can find more detailed information in the **Student Catalog** at on our website at www.copenhagenbusinesscollege.com.

We hope that you find the information in this *Handbook* useful. The *Student Handbook* is a work in progress and we continue to update and expand with new and relevant information throughout the year. If you have input and suggestions, please send them to the Dean of Student Affairs at: lsi@brock.dk. We value your questions and comments.

Administration & Staff

- Claus Villumsen, Executive Vice President, Niels Brock International
- Sharon B. Pedersen, Dean of Academic Affairs
- Lisbeth Sivertsen, Dean of Students Affairs & Placement Counselor
- Gaby Lewin, Librarian and Faculty Member, Niels Brock International
- Nicole Wittenborg, Admissions & Recruitment Officer
- Signe Dam, International Director, Administration
- Malene B. Linares, International Coordinator, Administration
- Krestine Hebo Skallerup, International Coordinator, Administration
- Paul Davies, Compliance Officer

Student Services Offices

Reception/Front Office: Ground floor

Office hours: Monday-Friday 8-16

E-mail: international@brock.dk

Dean of Academic Affairs, Sharon B. Pedersen: shp@brock.dk

Office hours by appointment

Dean of Student Affairs, Lisbeth Sivertsen: lsi@brock.dk

Office hours: Monday/Friday 9-12 & Tuesday/Thursday 13-16

Librarian, Gaby Lewin: gle@brock.dk

IT Helpdesk Email:

helpdesk@brock.dk Phone:

H-House, ground floor, Office hours: Mon-Thursday 8-16, Fri 8-14

33 41 96 66

Niels Brock's Mission and Vision

Mission

At Niels Brock we are ambitiously and constantly dedicated to developing and offering relevant education programs that:

- Ensure that graduates have the right competences for the corporate world.
- Optimize the possibilities of the individual.

Vision

It is the Niels Brock ambition to be the most international and innovative business college in Denmark – renowned for our faculty and staff's ability to professionally optimize and facilitate the learning process of our students.

Introduction to the Bachelor of Science in Business Administration

The Niels Brock American BSc in Business Administration, with concentrations in Finance, Marketing and Hospitality Management is – like all Niels Brock programs – career-oriented and based on strong ties to trade and industry *and* to the international marketplace. With an exciting combination of Danish pedagogical methodology and the well-known liberal arts structure of an American bachelor's degree, the four-year undergraduate program at Niels Brock is a decidedly new contribution to the world of business studies. The level of this degree is between the level of a professional bachelor's degree and academic bachelor's degree in the ordinary educational system in Denmark.

Niels Brock has a commitment to being at the forefront of the current and evolving practice of business and thereby facilitating education programs that reflect the realities of the marketplace. In addition to being leaders in their academic fields, many of our faculty also has hands-on business experience as analysts, managers, consultants, entrepreneurs, investors, advisors, board members and executives.

The core business program combines first-rate business education with a broad-based liberal arts foundation to provide the student with the skills, expertise and intellectual sophistication needed to advance in today's dynamic business environment. Our program emphasizes global perspectives, fosters a sense of social responsibility and develops leadership skills – while offering students flexibility to pursue their individual interests.

Student Services

Student Services consists of academic advising, student counseling services, placement services and help with any practical issue related to your living in a new country as someone new to Denmark and new to Niels Brock.

Academic Advising

Academic advising starts when potential applicants seek more detailed and personalized information about the study program than what is given on our website, etc., and therefore contact us either in person or via email, text message, or phone. The Dean of Academic Affairs stands ready to answer all questions in relation to the study program.

Once enrolled, undergraduate students may ask the Dean of Academic Affairs about degree requirements and progress toward graduation. You may also seek the guidance of the Dean of Student Affairs about administrative matters and campus affairs. We urge you to see both Deans at least once a semester usually prior to registration for the upcoming semester and once the semester has begun.

In order to graduate with a Bachelor of Science degree in Business Administration, you are required to complete a minimum of 128 credit hours of academic work, or 8 courses per academic year (of 4-credit hours each). You must also achieve a minimum overall score of 75%, which corresponds to a grade point average (GPA) of a 2.00 cumulative grade point average on a 4.0 scale.

Student Counseling Services

Student Counseling Services offer you the opportunity to discuss personal issues in a safe, confidential environment. The Dean of Student Affairs and Dean of Academic Affairs aim to empower all students and to help you fulfill your potential by providing a range of support services. These services equip you to make informed choices so that you may focus on your studies and campus life. The Dean of Student Affairs liaises with academic staff, other campus support services and with external agencies to ensure effective referral as an integrated approach to your well-being.

Niels Brock will provide professional counseling to all students who want to discuss personal issues and your personal concerns in general. We will help guide you through the Danish National Health system that provides counseling upon referral through the student's assigned GP (General Practitioner).

Why go to the Office of Student Affairs?

- As a student you are going to face many challenges that counseling can help you manage;
- Being positive and managing your emotions increases your academic success;
- Please note that you do *not* need to be in a crisis or dealing with a serious problem to go to counseling;
- Counseling is free to all Niels Brock students

The Office of Student Affairs can help you by:

- providing a clearer understanding of your concerns;
- offering you a different perspective, which can help you think of creative solutions to problems;
- teaching you new skills to manage your challenges;
- providing a safe place for you to share your thoughts and feelings with someone not personally involved in your life;
- offering advice and information on procedures and processes and referring you to other professionals if necessary

If:

- your life is being significantly affected;
- you are feeling alone;
- you are feeling unsafe;
- you are having thoughts of harming yourself or others, go immediately to see your doctor, who will refer you to a psychologist.

Placement Services

Placement Counseling will be available through individual drop-in appointments as well as through group placement and career counseling in the Office of Student Affairs throughout the student's third and/or fourth year at Niels Brock. *We encourage you, however, to begin thinking now about further educational, employment, or entrepreneurial opportunities you would like to pursue.*

Niels Brock will arrange special events to help students develop and pursue goals for life after graduation.

- **Drop-in placement counseling** consists of a brief meeting with the Placement Counselor for any career-related concerns, such as CVs, job interviews, networking skills, job shadowing, entrepreneurial resources, graduate school, etc.
- **Group placement and career counseling** are typically longer sessions for a group of students in the same areas as mentioned above.
- The **"Know Your Program"** workshop takes place at the beginning of the Program during Orientation week for all new students, both Freshmen and Upper Division. The purpose of the workshop is for students to gain an insight into their program as well as to communicate the identity and values of Niels Brock, while introducing students to various areas of study. Students receive information on subjects, exams, and placement opportunities.
- the BSc Program encourages students to consider a career as an entrepreneur by participating in the Student Entrepreneurship Day activity, **"Pitch Your Passion"**. Through semester-by-semester practice, along with the opportunity to meet established entrepreneurs, you also have the opportunity to perfect your "pitch". You will have an opportunity to create a team to start a business or other organization.

IT Helpdesk

All students and staff have access to an IT-support helpdesk. The Helpdesk supports students in getting access to a Wi-Fi signal, to printers, to Moodle (our Learning Management System) and to our Citrix platform, where students can access internal Niels Brock resources from anywhere in the world.

The Helpdesk is organized with both a central helpdesk in the IT-department and with local support in every Niels Brock building.

Students can access the Helpdesk either by:

- **visiting the IT department** weekdays from 8 am – 4 pm, on the ground floor at the H-House at Nørre Voldgade 34
- **by phone** weekdays from 7.45am – 7pm (Friday 7.45am-2pm), at 33 41 96 66; or,
- by creating an email support-case **by simply sending a message to Helpdesk@Brock.dk.**

The helpdesk also supplies a number of online guides in order to help students to help themselves.

The Niels Brock Libraries

Students can receive a great deal of support from our Librarian who will help and guide them as much as possible. Note that we have a wide and growing selection of resources in print, but the online databases also offer a wide and growing range of materials to support your studies, your research and your business ideas.

The Niels Brock Library is located on the ground floor of Bispetorvet 3 (opening October 2018). The Library supports all the international programs and contains books and materials specifically related to them.

The international library is closed until October 2018 but the librarian will visit classrooms individually to talk about library resources available online. One-on-one meetings with the librarian are also available by appointment. Please contact: Gaby Lewin: gle@brock.dk.

There is also a library located at Julius Thomsens Plads 6, 1925 Frederiksberg C, which has materials and books, mainly in Danish, for our high school students. There is a small study area which you are also welcome to use.

The GENIE Center: Global Education, Innovation and Entrepreneurship

In order to meet the requirements and expectations of the community, society, employers, et al., a Niels Brock knowledge center has been initiated. This “GENIE” Center—the Center for Global Education, Innovation and Entrepreneurship—builds on our internal strengths at providing global education onsite and online with a focus on the student learning *outcomes* of our liberal arts/business concentrations, namely innovation and entrepreneurship in marketing and finance. The GENIE Center offers an opportunity for learning and networking outside of the classroom, and its objective is to promote:

- Knowledge sharing
- Sustainable innovation
- On-site and online education
- Applied research and publication
- Government and industry consultancy
- Support for our multi-site "Campus of the World"

Likewise, we find it very important to invite guest lecturers from other colleges and universities as well as from government, industry, and the non-profit sector. Inclusive of the guest speakers for specific courses, we aim to invite at least 6 to 10 such guest lecturers per year. For the 2018-2019 academic year, Director and General Directorship duties will be performed by Dean of Academic Affairs, Sharon B. Pedersen. Marketing Consultant, Author and Faculty Member Jakob Helnæs Jensen will remain in charge of students' entrepreneurial projects.

Building an intellectual community internally is also a key aim of the GENIE Center. To achieve this objective, the GENIE Open Learning Center serves as a meeting place for students and faculty discussions about great books, great ideas, coursework, research and projects. Students can obtain a wide variety of academic services here, from routine help with homework to guidance on their special projects for the GENIE Center Student Entrepreneurship Day competition.

Academic Policies

Achieving Satisfactory Academic Progress (SAP)

Niels Brock is accredited by an American accrediting agency and therefore in accordance with those standards, Niels Brock has established a minimum standard of “Satisfactory Academic Progress (SAP)” for all its students.

All students must maintain satisfactory progress as determined by the qualitative and quantitative standards established by the institution. According to these standards, a student remains in good standing if the student's cumulative grade point average (GPA) is meets the cumulative grade point average (CGPA) requirements (see chart below) and if the student's progress toward the completion of their respective program within the maximum program length established by Niels Brock (see chart below).

Evaluation Points in the Academic Program – Qualitative Measurement of SAP

A student is evaluated at the end of both their first and second semester for compliance with SAP. Following their first academic year, a student is evaluated following each subsequent academic year. At each evaluation point, Niels Brock assesses the student's cumulative GPA (CGPA) and rate of progression through the program as calculated by the successful course completion percentage (SCCP). This percentage is determined by dividing the number of credits successfully completed by the total number of credits attempted. A description of how each grade impacts both the GPA and SCCP is described later in this policy.

A student is considered meeting the standards of satisfactory progress if fulfilling the following requirements:

Evaluation Point (Credits Attempted)	Minimum CGPA (Grade Average)	SCCP (Earned/Attempted)
0-16 credits	1.00 (60%)	40%
17-32 credits	1.25 (65%)	50%
33-64 credits	1.5 (70%)	55%
65-96 credits	1.75 (72.5%)	60%
97+ credits #	2.0 (75%)	67%

- Mandatory dismissal point. No probation permitted.

Academic Probation

With the exception of those evaluation points identified with “#,” students are placed on probation if they fail to meet any of the requirements in the above SAP chart. A student who is making unsatisfactory progress following an evaluation point will be placed on probation.

If a student who is placed on probation following an evaluation point, fails to achieve satisfactory progress at the end of the subsequent evaluation point, the student will be dismissed.

Removal from Academic Probation

(Re-establishing Satisfactory Academic Progress)

If at the subsequent evaluation point, the student is in compliance with the above SAP chart, and is not otherwise on any other disciplinary action, then that student would be removed from academic probation, and once again considered in good standing.

Dismissal

A student will be dismissed from his/her program of study for the following: 1) failing to maintain the minimum academic requirements (CGPA or MTF) at any evaluation point identified with “#;” 2) failing to correct his/her academic probation status following the subsequent evaluation point; or 3) at any point Niels Brock determines the student will be unable to complete a program of study within the MTF.

Academic Evaluation of Students Placed on Academic Probation

An academic evaluation of the student placed on academic probation will be conducted by a Dean or designee. The purpose is to determine that the student has the desire and the academic ability to progress satisfactorily in the program. If the academic counselor finds that the student lacks the desire or ability to progress satisfactorily, the student will be dismissed.

For more detailed information regarding the satisfactory academic progress policy, please review the **Student Catalog** at <https://eng.brock.dk/quality>.

Code of Academic Conduct

Niels Brock is an academic community whose fundamental mission is the pursuit of intellectual and professional growth. Achieving this goal requires independent thought and respect for the ideas of others. Academic dishonesty threatens the integrity of individual students as well as the College's academic community. By virtue of membership in the College's academic community, students accept a responsibility to abide by the Student Code of Academic Integrity, which is a part of the Student Code of Conduct.

Academic integrity violations include all forms of academic dishonesty, including but not limited to:

- **Plagiarism** – Intentional or unintentional representation of another's words or ideas as one's own in an academic exercise.

Examples of plagiarism include but are not limited to:

- The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. If any words or ideas used in a class posting or assignment submission do not represent the student's original words or ideas, the student must distinguish them with quotation marks or a freestanding, indented block quotation (for a quotation of 40 or more words), followed by the appropriate citation in accordance with the Publication Manual of the American Psychological Association.
 - When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.
 - Paraphrasing statements, paragraphs or other bodies of work without proper citation using someone else's ideas, data, language and/or arguments without acknowledgement.
 - Presenting work as the student's own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or sharing of work.
 - Failure to properly cite and reference statistics, data or other sources of information that is used in one's submission.
-
- **Self-plagiarism, double dipping, or dovetailing** – Submission of work that has been prepared for a different course without fair citation of the original work and prior approval of faculty. Students who submit assignments that were previously submitted in another course are subject to the same consequences they would face if they plagiarized these assignments. The use of one's previous work in an assignment requires prior approval from the current faculty member and citation of the previous work.

- **Fabrication** – Falsification or invention of any information, citation, data, or document. This includes the invention or alteration of data or results, or relying on another source’s results in any assignment without proper acknowledgement of that source. Fabrication includes citing sources that the student has not actually used or consulted.
- **Unauthorized assistance** – Use of materials or information not authorized by the faculty member to complete an academic exercise or the completion of an academic exercise by someone other than the student. Students must rely upon their own abilities and refrain from obtaining assistance in any manner that faculty does not explicitly allow. This includes but is not limited to providing or receiving answers to an exam, use of faculty materials or answer keys or a student having someone take his or her exam.
- **Copyright infringement** – Acquisition or use of copyrighted works without appropriate legal license or permission.
- **Misrepresentation** – Falsely representing the student’s situation to faculty when (1) justifying an absence or the need for an incomplete grade or (2) requesting a makeup exam, a special due date, or extension of a syllabus or class deadline for submitting a course requirement.
- **Collusion** – Helping or allowing another student to commit any act of academic dishonesty.

Code of Ethical Conduct

Niels Brock and all faculty, staff, and students are committed to and responsible for sustaining the highest ethical standards of our institution. The policies, procedures, and standards are set forth below. Niels Brock values integrity, honesty, and fairness and seeks to integrate these values into the teaching and into our conduct with others. These values are the basis for the compliance with all laws and policies, and we honor them in our daily activities as members of our community.

We are committed to:

Respect - We respect the rights and dignity of others.

Integrity - We conduct ourselves with integrity in our dealings with and on behalf of all individuals in our community.

Accountability - We are accountable as individuals and as members of this community for the ethical conduct and for compliance with applicable laws, directives and policies.

Zero Tolerance for language other than English in class - The American B.Sc. adheres to a zero-tolerance policy regarding the speaking of anything other than English during class. Speaking other languages will not be allowed unless it is part of an instructor-initiated learning activity. Instructors can take disciplinary actions against students who speak a language other than English.

Academic warning notice - Instructors may issue written academic warnings to students for not only misconduct associated with their studies, but also with their in-class behavior. Misconduct includes, but is

not limited to, all forms of academic misconduct, as specified in the Student Catalog, in addition to inappropriate behavior, such as bullying and sexual harassment.

By virtue of membership in the University's community, students accept a responsibility to adhere to the values set forth by Niels Brock. In accordance with the satisfactory academic progress policy, students who violate the ethical code of conduct are subject to disciplinary action.

Policy on Religious Affiliation

Niels Brock is based on secular and democratic values. This means that behavior and attire, which includes religious and undemocratic messages, are not acceptable on the campus. This includes attire that covers whole or part of the face. This would not be compatible with the school principles for the implementation of education.

The Appeals Process

Grade Appeals: An informal appeal must first be made to the member of the faculty in question within two weeks of receipt of the grade. If the matter cannot be resolved informally, a formal appeal must then be made in writing within one week of the decision by the faculty member in question. This appeal must be submitted to the Dean of Academic Affairs who will consult within the appropriate faculty member(s) before arriving at a decision. If the matter is still not resolved, the student is allowed one more appeal, in writing, within one week of the decision by the Dean of Academic Affairs. This final appeal must be submitted to the Executive Vice President.

Academic Probation and Dismissal Appeals: A student may appeal to the Dean of Academics to waive the Standards of Satisfactory Progress for circumstances of personal illness or injury, unusual family responsibilities, or other significant occurrence outside the control of the student. This appeal must be received within 2 weeks of the student receiving notification that they have been placed on probation or dismissed. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. No waivers will be provided for graduation requirements. If the decision by the Dean of Academic Affairs is not accepted by the students, they are allowed one additional appeal to the Executive Vice President.

If the appeal is approved, the student will remain on probation, but not be dismissed from the program. The student must meet the SAP requirements in the subsequent evaluation point or be dismissed. Upon an approved appeal, the student may also be required to meet with a counselor, seek tutorial assistance outside the university, correct the difficulties that prevent success and/or other suggested remediation to show increased possibilities of future academic success.

Repeating a Course

Undergraduate students must earn a cumulative GPA of 2.0 or higher on a 4.0 scale upon graduation. Undergraduate students must repeat courses in which they have received an "F" grade. Students will be charged the regular tuition fees for each course they repeat.

Re-Examination Policy

In the Danish educational system, students are typically allowed the opportunity to "re-sit" for their final exam a number of times if they did not pass the exam on their first attempt. Since the bachelor's degree in

Business Administration combines the Danish pedagogical methodology with the structure of an American degree, the programs allows the opportunity for a re-sit of exams in a limited number of courses. Currently, Niels Brock only allows students the opportunity for one (1) re-sit exam in the following courses: Information Technology, Introduction to Western Philosophy, Introduction to Sociology, World Economic History, Cross-Cultural Communication, and Introduction to Organizational Psychology. If following the re-sit exam in the listed courses, the student still does not successfully pass the course, then the student must re-take the course, in its entirety, in accordance with the “Repeating a Course” policy listed above. In addition, for all other courses not listed above, if a student does not successfully pass the course, the student must re-take the course, in its entirety, in accordance with the “Repeating a Course” policy listed above.

Grading System

The American Number-of-Points Grading Scale

The grading system stated below is used in all courses offered at Niels Brock Copenhagen Business College. This grading scale is adapted from the American tradition of assigning points to a specific task, and then assigning the grades according to the points on the following absolute scale:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D -	60-62
F	<60
IP	Academic work has not been completed and is in progress at the present time.
TR	Does not affect GPA, receives credit only.

The grade point average (GPA) is a number that represents the average of a student's grades during their time at Niels Brock. Usually it is weighted by the number of credits earned in enrolled courses. At Niels Brock we use the four-point system seen below. Under this system, the maximum grade point average is 4.0, which is equivalent to receiving an A in every course.

Scholarships

The American BSc in Business Administration offers Academic Scholarships. These scholarships are granted to 10 BSc students per semester and used as a reduction in the semester tuition fee. Each scholarship is valued at DKK 10,000.

Scholarship recipients will be selected mainly on the basis of academic merit, as measured by the student's grade point average (GPA) for the semester in question. The goal of the selection process is to identify students who demonstrate high academic achievement and leadership. **Financial need is not a consideration.**

HOW TO APPLY

Students must complete the Scholarship Application, which can be obtained from the Front Office or from the Dean of Student Affairs. Scholarship applicants will be evaluated based on their GPA and the quality of their application essay.

Deadlines and additional information can be found in the Student Catalog or on the Niels Brock website at www.niels-brock.com.

APPLICATION EVALUATION

Scholarship applications will be screened and assessed by the Scholarship Committee. For further information, please contact the Niels Brock International Department at international@brock.dk or the Dean of Student Affairs.

Policy on Student Leave

Students may apply for a leave of absence (e.g. maternity, paternity, and adoption leave). All student leave requests will be assessed on an individual basis by the Danish Agency for International Recruitment and Integration (SIRI). Therefore, students must contact the B.Sc. administration in due time and receive approval before a leave of absence is granted for any reason. Any unrequested or unapproved leave will disqualify students from submitting homework and taking exams. Please note that Niels Brock can grant academic leave; however, you should know that a leave of absence could have consequences for your student visa in Denmark and therefore you must request and receive approval before a leave of absence is granted for any reason.

The maximum consecutive leave period that a student can be granted is one semester. The maximum combined leave period that a student can be granted is one year.

Attendance

Students are required to attend all class sessions and events, and to observe the specific guidelines of each faculty member. This includes mid-term and final exams, and other important events in each class schedule. Faculty members will take attendance each class session. The following actions will occur if students are not maintaining sufficient attendance levels:

- Students will receive an administrative warning if the absentee rate reaches 10%.
- Students may be dismissed if the absentee rate exceeds 20% of all class sessions in a semester. The Administration Team will inform the Danish immigration authorities of the student's dismissal.

Maximum Program Length Requirements for International Students

For non-European Union, international students, the Danish Agency for International Recruitment and Integration (SIRI), allows students to study in the program for a normal period of 4 academic years and a maximum period of 5 academic years. For a student to study past the normal 4 year-period, the student must apply and be approved by SIRI prior to enrolling in their 5th year. Therefore, if a student does not receive

approval for study in Denmark for their 5th year or still needs to complete courses past their 5th year, that student may complete their program online.

Tuition Payments

Invoices will be sent from Administration office one month before the payment deadline. The first payment reminder will be sent one week after the official payment deadline if the student has not paid. The Dean of Students Affairs will follow up with students, taking both attendance and a qualitative assessment of the student's academic performance, etc. into consideration.

The second reminder will be sent one week after the revised payment deadline, if any, that has been arranged in consultation with the Executive Vice President of International Affairs. Students have 3 days to pay. If they do not pay, then they will receive a letter of dismissal from the Dean of Students Affairs. The Dean of Students Affairs will inform faculty members of this letter of dismissal. The Administration Team will inform the Danish immigration authorities of the student's dismissal from Niels Brock.

Complaints

We urge students and staff to communicate any problems that arise directly related to the individual(s) involved. If the problem cannot be resolved in this manner, the administration should be contacted. Normally, informal procedures, such as discussing differences, can resolve the problem.

For problems that any student or member of staff believes requires formal complaint, the following procedure must be followed: Any student or member of staff who feels that he or she has been subjected to unfair treatment by the College by any of its employees, entities, policies, procedures or programs may report the matter in writing to the Executive Vice President, Niels Brock International. If the matter is still not resolved, the individual has 30 days to report the matter in writing to the President.

If a student or member of staff continues to be unsatisfied with the outcome, he or she may file a complaint with the College's American accrediting agency, the Accrediting Council for Independent Colleges and Schools (ACICS).

All complaints considered by ACICS must be in written form, with permission from the complainant(s) for ACICS to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACICS. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools,
Suite 980, 750 First Street NE,
Washington, DC 20002-4241.
Phone: +1 (202) 336-6780

Academic Calendar

		Week # in calendar year
FALL SEMESTER 2018	August 20 - December 7 , 2018	34 - 49
Orientation	August 15 - 17	34
Instruction Begins	August 20	34
Mid-Term Test Period (<i>Subject to Change</i>)	October 1 - 5	40
Fall Break (No classes)	October 15 - 19	42
Final Exam Period	December 10 - 19	50 – 51

***The academic calendar is subject to change.*

Student Representative Council

The American Bachelor of Science Program requires that students choose, from a list of self-selected candidates, whom they would like to be their student representatives. Only one representative from each class will be selected by classmates in that class section, according to the following process.

Process to Becoming a Student Representative Council Member

Step 1. Students interested in serving as representatives make their requests known to the Dean of Student Affairs. Students must make their interest known to the Dean at least one calendar week in advance of their speeches to their classmates (see Step 3 below).

Step 2. Faculty members determine, based on students' grades and in-class performance, whether they can be placed on the ballot. Given the extra demands on students' time and attention, only students with the strongest grade point averages *and* overall academic and personal integrity will be allowed to serve on the Council.

Step 3. The Dean of Student Affairs may request an individual, subgroup, or full group interview with candidates on the ballot in order to further assess their interest in and capacity for being a member of the Student Representative Council.

Step 4. Students included on the ballot will be allowed subsequently to deliver speeches to their classmates in which they demonstrate their readiness to serve.

Step 5. Student voting will take place at some point, not more than one week, after speeches have been delivered. The setting must be free of talking, discussion and other distractions during voting.

Step 6. The professor for each class will announce the results of the vote to the class, announce the outcome to students, and report the results to the Dean of Student Affairs and to the Dean of Academic Affairs.

Step 7. The Dean of Student Affairs will subsequently invite students to a luncheon meeting to initiate and formalize the establishment of the Student Representative Council.

Together, these representatives from the all class sections will serve as representatives for the time specified in the student representative constitution, which will be developed and voted upon by the full student assembly.

Activities of the Student Representative Council

The Student Representative Council is required to carry out certain functions, among them:

1. Assign a recorder of meeting minutes and post to the appropriate forum in Moodle
2. Draft a constitution and rules or order for meetings
3. Serve as student representatives in faculty and staff meetings
4. Serve as student representatives at extracurricular functions, such as the GENIE Seminar Series and Student Entrepreneurship Days
5. Provide reports to the student body about the abovementioned activities
6. Conduct surveys on topics of interest to students, compile results and report to students, staff and faculty.
7. The Student Representative Council also recommends changes in curriculum to the faculty. For details, see “Evaluation of Standards of Academic Progress (SAP) at Niels Brock” in the Catalog.

In addition, the Council may also choose to engage in other programs or projects that add value to the academic and professional experiences of their classmates, among them:

1. Sponsor assemblies to discuss issues that students face on campus and off campus
2. Hold lunchtime meetings and events, on campus; as well as field trips, off campus
3. Promote academic and social values as a “peer review board” or “student court”
4. Organize and participate in fund-raising activities
5. Engage the wider community through participation at local association meetings, conferences, webinars, etc.
6. Assist in the establishment of student business organizations, student clubs, student publications and other student bodies, as needed
7. Present to the Dean of Student Affairs a written, transparent and fair process for selecting fellow non-Council students to serve on Student Representative Council subcommittees that assist with the implementation of the above and additional SRC responsibilities.
8. The members of the Student Representative Council must also be willing to share their ideas *and* listen to the ideas of students, staff, and faculty in order to continue to improve our academic community.

New to Denmark/ New to Niels Brock

Arriving in Denmark you will be faced with two immediate issues to deal with while at the same time starting your academic program: finding housing and getting a CPR number.

Danish Residence Permit

Please note that the residence permits are usually issued for a period of two years and you may need to apply for an extension, which you will be financially responsible for. The student visa will be revoked if a student is dismissed from the program.

You may find additional information about application requirements and the application process at [New to Denmark](#) - the official portal for foreigners. www.nyidanmark.dk/en

A Place to Stay on Arrival

While you get familiar with Copenhagen and surroundings, we have a special deal for Niels Brock's international students at the **Danhostel** in downtown Copenhagen. The address is:

Danhostel, H.C. Andersens Boulevard 50, 1553 København V, Phone (45) 33 11 85 85.
<http://danhostelcopenhagencity.dk/en>

Student Accommodation

Accommodation can be very difficult to find in Copenhagen, and as a newcomer it is hard to get an overview of the housing situation.

Therefore, during your Orientation Week, we will guide you through the different ways of finding housing, such as renting, signing up for student housing and subletting. You can also contact the Dean of Student Affairs at any time to get help in your search for housing.

There are different types of accommodation in student halls or shared flat.

<http://housingfoundation.ku.dk/>

<http://www.cbs.dk/en/international-outreach/international-students/accommodation>

You can also apply for a room or a small flat in a student residence. Visit www.kollegierneskontor.dk (KKIK) Sign up on the waiting list. Signing up is free of charge.

There are many websites in Danish for housing. Please come to the International Office for assistance. One favorite site for students already here is www.Findbolig.nu/

How much should you expect to pay? (Information provided by the *International House Copenhagen*)

It is difficult to say how much you should expect to pay. Prices depend on the location and also on the time of the year. When new students arrive around February and August, prices are high and it is very difficult to get a place to live. So plan early! Please note that prices can be lower in the suburbs of Copenhagen.

In addition, most rentals require a 4-month deposit in advance of moving in the apartment: one month's rent for the first month, one month's rent for the last month, and 2 month's rent as a "security deposit" to cover any damage to the apartment that might result from your living there. You will be able to receive a refund of this 2-month deposit at the end of your rental agreement. It is therefore essential that you plan your finances carefully.

Furnished rooms for a single person (with access to kitchen and bathroom) cost **from** about DKK 2,500 per month, including heating and electricity.

Small furnished apartments (1-2 rooms + kitchen and bath) are the most difficult to get. Normally they are rented to a single person or a couple without children. The cost **from** about DKK 8,000 per month plus consumption (see the meaning of “consumption” below).

Furnished apartments (2-3 rooms + kitchen and bath) can be easier to find, and cost **from** about DKK 13,000 per month plus consumption.

Larger furnished apartments (4-6 rooms + kitchen and bath) cost **from** about DKK 16.000 per month or much more per month plus consumption.

***Consumption consists of heating, water, gas, electricity, telephone (if requested) and TV license fee (if a TV set is included in the apartment).*

Your biggest resource may be the other international students at Niels Brock. They are familiar with the local housing market and are therefore very helpful in getting updated information by way of Face book. You are also very welcome to come for assistance from the Dean of Student Affairs. A good housing situation is fundamental to a good start to your studies.

CPR Number

When you arrive in Denmark, you need to register your Danish address with the municipality in order to get a Danish social security number, or “CPR number”, and a yellow health card. This health card contains your CPR number, which is a 10-digit number where the first six numbers are your birthdate.

You use your CPR number for most official purposes, such as dealing with public or health authorities, opening a bank account or mobile phone account and using all of Denmark’s public libraries. Once you have received your yellow health card with the CPR number, you will be entitled to free medical treatment by your general practitioner (a doctor assigned to you by the national health service) and in public hospitals.

You will only get a CPR number from the municipality when you have a place to live where the address is a valid address adequate for the number of people compared to the size of the place. The Danish immigration authorities want to ensure that you have enough space to live comfortably.

Medical Assistance

Everyone living in Denmark who has a CPR number is entitled to free medical services. When you get your CPR number, you must choose a GP (general practitioner or doctor) near your home, and this doctor is your first point of contact in case of illness. It is free to visit the doctor – this is paid through taxes

Should you require further attention, the GP will refer you to a specialist or to the hospital. In case of hospitalization, all services are free, and all staff speaks English. Should you wish someone to be with you in case of illness, please do not hesitate to talk to any staff at Niels Brock International. The Dean of Student Affairs will gladly assist you as well.

In case of emergencies – Call 112.

In case of fire, accidents, ambulance need or evacuation situations. The operators speak English.

Student Card

During Orientation Week you must upload a picture of yourself and we will then issue a Student Card

for you. The Student Card is important as it will allow you to print from all the printers at the school and also let you use the computer room in the T building. It will give you a 10% discount in many of the shops near Niels Brock as well. If you lose your Student Card, please come to the International Office immediately for a replacement.

IT and Communication

All students **must** have their own laptop computer for their studies. Bring them to school to take notes and to download instructions from the Instructors from the Moodle computerized learning management system.

The IT Helpdesk is open daily from 8 am till 4 pm for IT related issues and Morten Andersen is the friendly expert to go to for help. He is located in the H-House.

Health and Safety

For health and safety issues at the Niels Brock Copenhagen Campus, students are advised to follow the instructions provided on fire and safety signs and notice boards throughout the buildings. Contact the Front Office/main reception or the nearest member of staff if you have questions. Remember that the telephone number for emergencies is simply **112**.

Transportation

Besides the great bicycle capital of the world that Copenhagen is (you can buy a used bicycle for around 1,000 DKK), the city is easy to get around using an elaborate public transportation system consisting of three means of transportation: buses, the “metro” trains and subway or “S-trains”. The lines cover greater Copenhagen and have frequent departures day and night. In addition, there is frequent “IC” or inter-city service from Copenhagen to all cities in Denmark.

Most students buy a monthly pass that can be used on all public transportation. Consult the “Information” booth at the Copenhagen Main Station if you have questions about the cost of intercity transportation.

Banking in Denmark

Anyone living in Denmark with a CPR number can open a bank account. When you are a foreign student, the banks often require a letter from Niels Brock stating that you are a student with us. Please come to the Front Office for the letter to take to the bank where you choose to open an account. The two biggest banks in Denmark that many students use are Danske Bank and Nordea.

Working as a Student in Denmark

As an international student in Denmark, you are allowed to work part-time during the school year which means a maximum of 20 hours a week. Be very careful not to exceed this limit; doing so is grounds for being expelled from Denmark. Please talk to the Dean of Student Affairs for more information about jobs in Copenhagen.

Links to jobs advertised for students:

www.workindenmark.dk

www.jobnet.dk

www.jobindex.dk

www.jobzonen.dk

www.dba.dk

Only during the summer break between the Spring and Fall Semesters **are you allowed to work full-time in Denmark**. Many students find jobs in the tourist industry, which seeks extra hands during the peak season.

Finally, your biggest resource for finding a part time job is the other international students at our institution. They have a great network for contacts.

Taxes

The income tax rate currently varies between a total of 37 percent a total of 53 percent. Your personal income tax rate is stated on your tax card.

Books for Your Studies

Your tuition fee covers the cost of all books for your studies. Niels Brock will have your books available for pick-up during the first week of classes.

Libraries and Bookstores

Throughout your academic career—and beyond—you will be required to use libraries and bookstores, both onsite and online. Visit our campus libraries in person and make it a habit to visit them online. Often you can find what you need with a search of what is available under the “Library” tab in Moodle.

Off-campus, your yellow health card allows you to access all of Denmark’s public libraries, so do not hesitate to walk into any building with “*Bibliotek*” in the name. In almost all cases, you may also check out books, journals and other materials using your cards. Be sure to note the due dates, however, as you will be required to pay a fine if you return library materials after the due date.

In addition to this wealth of libraries, Copenhagen is full of bookstores, both national bookstore chains such as Arnold Busck and Bog og Idé, many local, independent bookstores, and museum bookstores.

As Business Administration students, the largest source of English-language books outside of the Niels Brock campus is the University of Copenhagen’s Social Sciences Faculty Library, Det Samfundsvidenskabelige Fakultetsbibliotek, which is located at Gothersgade 140, just a few minutes from Nørreport station, and about 10 minutes from the Niels Brock campus at Bispetorvet 1-3.

Do not overlook your local library, or the library in the area, village or city where you live. Usually, you can go to a library’s online website and, if a resource is available, you can request that it be sent—free of charge—to the library that is closest to your home!

The website “Kobenhavns Biblioteker” provides information on a wide range of library services in English: <https://bibliotek.kk.dk/temaer/copenhagen-libraries-english> In addition, the site provides a short list of libraries: <https://bibliotek.kk.dk/branch-libraries>.

The next page contains a short list of libraries and bookstores that open an even wider world of information and knowledge to you. Spend some time getting to know Copenhagen and its libraries and bookstores. Some of them, like Tranquebar, have an outstanding collection of English language books, including many international titles.

NAME	WEBSITE
Københavns Hovedbibliotek Copenhagen Main Library	https://bibliotek.kk.dk/tags/copenhagen-main-library
Bibliotekhuset The Library House	https://bibliotek.kk.dk/bibliotek/bibliotekshuset
Det Kongelige Bibliotek The Royal Library ("The Black Diamond")	www.kb.dk/en/index.html
Nationalbiblioteket The National Library	www.kb.dk/en/nb/
Copenhagen University Library	www.kb.dk/en/kub/index.html
Copenhagen Business School (CBS) Library	www.cbs.dk/en/library
Nationalmuseet The National Museum	www.museumsbutikken.dk
Statens Museum for Kunst State Museum of Art	www.smk.dk
Arnold Busck	www.arnoldbusck.dk
Bog og Idé Book and Idea	https://www.bog-ide.dk/
Politikens Boghallen Politiken's Book Hall	https://politikensforlag.dk/politikens-boghal/c-9
Tranquebar Bookstore	http://www.tranquebar.net/

Finally, take a look around both the "Latin Quarter" (the area near the University of Copenhagen, where 300 to 400 years ago, Latin was the formal language of the university) and in other parts of Copenhagen for other libraries, museums, and both new and used bookstores. You can also find many more libraries and other useful, related links in our online library in Moodle, the learning management system.

Extra-Curricular Activities

Apart from academic and cultural activities held at Niels Brock, Copenhagen is a vibrant city, which offers an array of options, both cultural and social and in sports.

List of sports facilities in Copenhagen

Most people living in Denmark are associated with cultural, educational or sports activities through an association. As schools and universities in Denmark do not feature sports facilities on their campuses, you must sign up at an organization of your preference to get to play sports. Here is a list of some of the options:

General Sports

Fitness World – www.fitnessworld.com

Fitness DK – www.fitness.dk

CBS (Copenhagen Business School) sports: www.cbssport.dk

Where can I play sports in Copenhagen? <http://international.kk.dk/artikel/which-sports-can-i-do-copenhagen>

Free App on sports centers and courts available right now: wannasport

Badminton

- Mariendalshallen, Mariendalsvej 21C, 2000 Frederiksberg. Phone + 45 38 86 07 08
- SAIF Badminton, Valby **Contact** Jens Petersen , phone +45 2926 7491
- Rent a badminton court per hour: www.wannasport.dk/Badminton

Basketball

www.broernesbasket.dk/basketball-in-copenhagen/
www.courtsoftheworld.com/Denmark/Copenhagen/

Cricket

<http://www.copenhagencricketclub.dk/en/home-page/>

Football

MUSC: Meet Up Sports Copenhagen: www.meetup.com/MUSC-Meetup-Sports-Copenhagen/

Swimming

<http://international.kk.dk/artikel/where-can-i-swim-copenhagen>

Volleyball

<https://www.usg.dk/signup/volleyball/> (free training!)

Running

Great running routes in Copenhagen: <http://www.mapmyrun.com/dk/copenhagen-capital-region/>

Sparta is the biggest association of runners in Copenhagen. See www.sparta.dk

For more information, send an e-mail message to: Sparta@sparta.dk

Dancing

List of 10 Dance Studios in Copenhagen:

http://www.yelp.com/search?cflt=dancestudio&find_loc=K%C3%B8benhavn

Networking Platforms in Copenhagen

Inter – nations: www.internations.org/copenhagen

Meet up: www.meetup.com

International House of Copenhagen www.ihcph.dk

Verdens Kultur Center (World Culture Center), www.vkc.kk.dk/

Useful Addresses

National office for Foreigners in Denmark, Ryesgade 53, 2100 Copenhagen Ø

Immigration Office (for visas and extensions), Njalsgade 72A, 2300 Copenhagen S. Phone: (45) 72 14 2000

A great place to seek more information about living as a foreigner in Copenhagen is The International House Copenhagen. The staff is extremely friendly and resourceful.

International House Copenhagen, Gyldenløvsgade 11, 1600 Copenhagen V. Their International Citizen Service is open Mon-Wed: 10-15, Thur: 11-15 and Fri: 10-14. There you can find more information about housing, extra-curricular activities, special services and events for international residents, etc.

WHAT TO DO IF YOU...

1. ... change your address or work place

Inform the Front Office in writing of any change of home address, phone number or e-mail address. Send your message by email to international@brock.dk, and always, always, always use an appropriate and descriptive subject line for your email messages.

2. ... are ill or there are other circumstances affecting your attendance or coursework

Report the illness or other circumstances to the Dean of Student Affairs or any Professors concerned. Please note that the Course Calendar offers study breaks according to Danish academic traditions, leaving little room for religious, political or festive traditions of other cultures. Students from cultures where weddings, funerals, New Year celebrations, etc. require their attendance for considerable time must contact the Dean of Student Affairs as soon as possible to make any arrangements required. Students are strongly encouraged to abstain from long absences during the academic year.

3. ...are worried about your academic success, study techniques, career opportunities etc.

Contact your Professor or the Dean of Academic Affairs.

4. ...are worried about a particular course

If you are generally happy with your progress but have difficulties with a particular course, come and discuss it as soon as possible. Ideally, talk to your Professor. If you are unhappy about doing this or feel that it has not worked, come and discuss it with the Dean of Academic Affairs.

If there is a general feeling among students that a course is not going well –for example the pace is too fast or too slow – get your study group or class representative to raise the issue. It is proper procedure to discuss it first with the Professor concerned but, if this presents a problem, ask your representative to talk to the Dean of Academic Affairs.

5. ...have difficulty in paying your second semester tuition fee on time

Non-payment will terminate your studies with immediate effect. Therefore, if you experience unforeseen financial problems, you must contact the Dean of Student Affairs promptly in order to learn what options you may have. A strict payment plan will be required.

6. ...have any personal problems

All sorts of problems – emotional/social/health/financial/accommodation – may be worrying you and affecting your academic performance. The problem may seem overwhelming, but it will always be improved by discussing it with someone else. It is very unlikely that no other student has ever had the problem, or that nothing can be done about it.

Don't give up! Use your new network and the staff at Niels Brock. Your Professors and the Dean of Student Affairs are the first ones you should go to.

We hope you find the information in this *Handbook* useful. The *Student Handbook* is a work in progress. We continue to edit, update and expand it with new and relevant information. If you have input and suggestions, please send them to the Dean of Student Affairs at: lsi@brock.dk . We value your contributions!

We wish you every success and all the best in your studies at Niels Brock.

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