



# Welcome to Roskilde Business College

International Programmes  
Course Catalogue



ROSKILDE  
HANDELSSKOLE  
*Business College*



# Roskilde Business College

– a choice for life and a world of opportunities!

“To choose is to live” one could say. Thanks for considering Roskilde Business College as your chance of opening a new world of opportunities. We feel confident that our college is able to fulfil your expectations.

Roskilde Business College is a college of long and proud traditions. The college was founded in 1869 and has for more than a decade been an important part of the educational sector in Roskilde. We are under continuous development to meet the global demands of high quality education and training from both business and industry. During the past 50 years the college has also become an important player in the educational sector in Denmark.

Education at Roskilde Business College has a long academic tradition that combines excellence with a dynamic and innovative culture. Apart from attending lectures, you will gain the benefit from working together with fellow students in small groups. You will thus learn how to discuss, argue and debate your opinion and how to contribute actively to group work. We will stimulate your own critical and analytical initiative becoming an important element of classroom case work and lectures.

At Roskilde Business College you will find an international learning environment and good possibilities for co-operation with private companies e.g. when doing dissertations and project work. Finally, Roskilde Business College is striving to become among the best institutions in Denmark catering for international students and their special needs.

In Denmark, you can earn an internationally recognized qualification or add credits to your national degree, while experiencing the Danish culture, society and way of living. Denmark has much to offer international students. The Danes speak their own mother tongue, Danish, but most Danes speak English. In fact the aim of the Ministry of Education is that English becomes the 2nd language of the Danes. The personal freedom which is so

important for the Danes will also benefit you. Having been in Denmark for only a couple of months, most students become more independent and take more independent responsibility for their own lives and future possibilities.

With this course catalogue presenting our international programmes we feel confident that your choice falls on Roskilde Business College and Denmark. Joining one of our programmes will be a wise decision that will open doors to a world of career opportunities.

We are looking forward to welcoming you at Roskilde Business College.

Best regards,



Mr. Jørgen Sloth  
*President*



Mr. Ole Kolling  
*Head of International Department*





# Welcome to Roskilde Business College

Roskilde Business College is among the oldest business colleges in Denmark and was founded in 1869 by the local business community in Roskilde.

The college started out with only 10 students and during the first couple of years the college struggled to survive and develop the number of students.

Today Roskilde Business College is among the larger colleges in Denmark attracting students from all over Denmark. And due to our proximity to Copenhagen, the capital city of Denmark, the college today becomes more and more attractive to international students as well.

Roskilde Business College is an independent self-governed institution (under the overall authority of the Ministry of Education in Denmark) and offers educational programmes within Business. The college is situated approx. 1.5 km from the centre of Roskilde and only 25 minutes by train from Copenhagen. The college has today app. 8,000 students in total and the annual number of students is increasing.

Roskilde Business College belongs to the sector of Vocational Education and Training Institutions in Denmark. The college offers both theoretical and vocational programmes. Courses range from basic vocational training to upper-

secondary level, higher education and one-year top-up bachelor courses.

The educational programmes are of high professional and pedagogical quality.

In recent years, Roskilde Business College has been involved in several international projects in Europe, US, Canada and Australia and thus offers a variety of international programmes. Furthermore, the number of international programmes is growing and we allocate a lot of resources and attention towards catering international students in Roskilde. A modern study environment is prevalent for international students at Roskilde Business College. Stimulating academic learning, elements of general education and social competence, and forward-looking teaching methods. By doing project work and theme tasks students do not learn from teachers only, but also from each other.

We welcome you at Roskilde Business College.

# About Denmark and Danish culture

Denmark is a small country of islands, located in Northern Europe. Denmark, which also consists of Greenland and the Faroe Islands, is a part of Scandinavia. Denmark has approximately 5,4 million inhabitants and is a member of the EU.

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The infrastructure is good, and you are never far away from anything – be it the sea, the woods or the vibrant city life. It is a modern democratic, knowledge-based society with an increasing post-industrial service economy, a highly developed agricultural sector and an extensive welfare system. Its geographical position within Scandinavia and Continental Europe has had a great impact on Danish Culture, society and traditions for education and training.

The Danes are informal in dealing with people and has a strong focus on their personal freedom. The Danes are generally well-educated, well-informed; yet at the same time enjoy a distinctly Danish lack of formality. Higher education in Denmark is

generally judged to be of high academic standing, also from an international perspective. Denmark has a dynamic and informal study environment. Students are expected to participate actively and to develop a critical and analytical approach to the subjects. The study form requires a lot of hard and independent work, which is considered to be academically rewarding for the individual student.

## Climate

Denmark enjoys the full range of seasons which often means that winters are cold, and summers are sometimes hot and sunny, sometimes cool and rainy. Average temperatures during the day in Celsius:

Jan: 1°, Feb: 1°, Mar: 4°, April: 8.5°, May: 13°, June: 17°, July: 18°, Aug: 18°, Sep: 15°, Oct: 11°, Nov: 6°, Dec: 3°  
For more information please visit: [www.visitdenmark.dk](http://www.visitdenmark.dk)

## Why is Denmark and Roskilde Business College a wise decision!

Denmark has much to offer. Quality of life is a characteristic feature of the Danish society combining social security, a clean environment and an attractive business climate with high standards in education - also in an international perspective.

Many people have already discovered this - and a steadily growing number of international students find their way to Denmark.

## Studying in Denmark

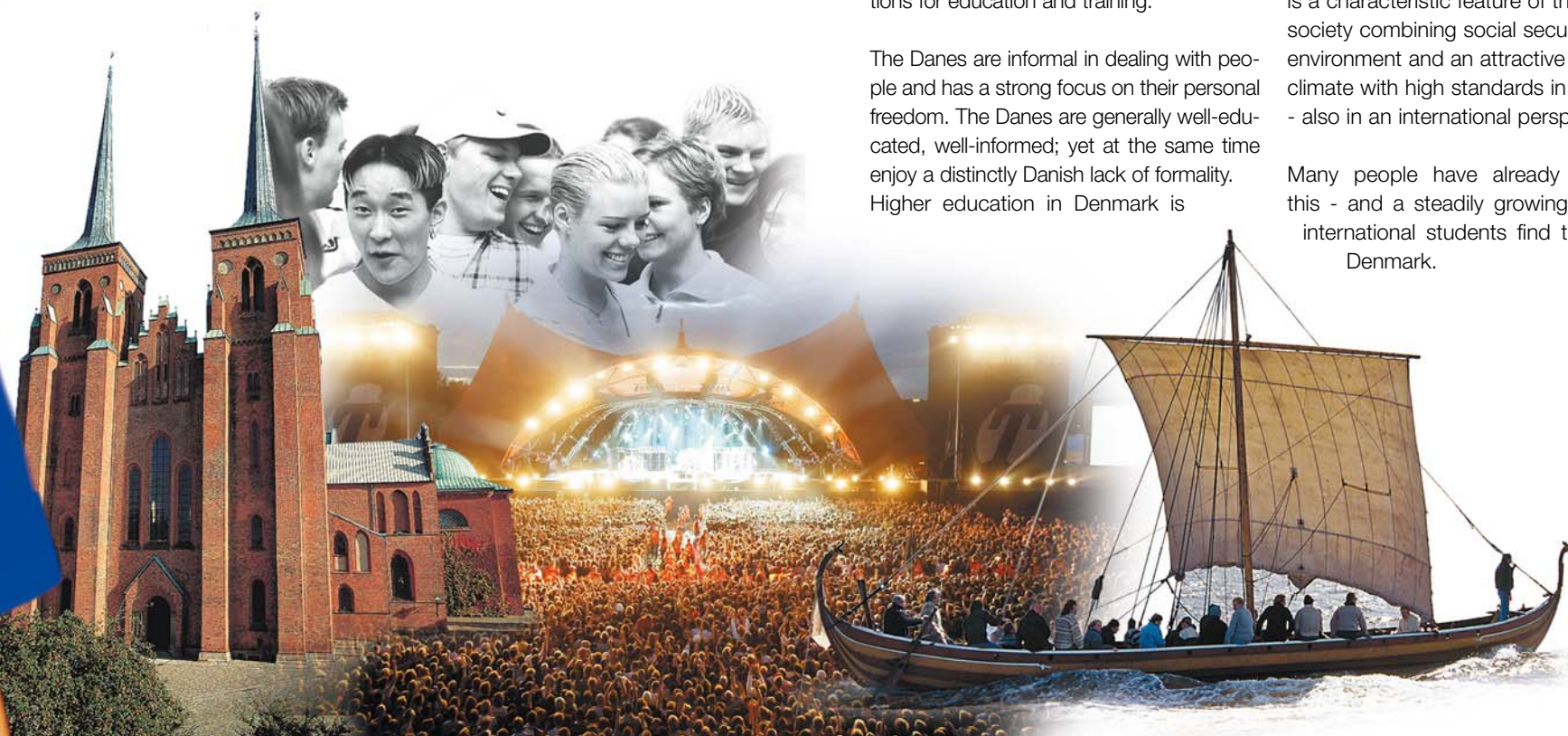
Denmark invests large sums in education. Public expenditure on education amounts to 8 pct of the GDP, making Denmark the number one in the world.

Danish higher education has a long academic tradition that combines excellence with a dynamic and innovative culture in research as well as in teaching methods and learning environments. High academic standards, active study environments, interdisciplinary studies and project-based activities are some of the characteristics of studying in Denmark.

Apart from attending lectures, students

## Student Guidance

One of the special attractions for international students joining Roskilde Business College is our student support and counselling. Roskilde Business College supports and caters for international students and their special needs – when studying and learning in a different educational environment as well as having to make a life in a completely new country and surrounding. Realizing the importance of a “good” start Roskilde Business College has developed a comprehensive student support and counselling programme. All international students will be affiliated to a student counsellor, who is specially trained in supporting international students. Student counsellors can help students adapting to the new environment and introduce them to the school, the city, our culture, etc. Furthermore we have regular office hours where the students can discuss any problems related to his or her living in Denmark – both of personal nature as well as academic.





# Course Catalogue

work together in groups where each member is expected to contribute actively to discussions as well as being capable of working independently. The students' own critical and analytical initiative is a very important element of higher education in Denmark.

The campus buildings at Roskilde Business College are modern and hold excellent up-to-date facilities. Computers are available all over College and our aim is to make the College a "wireless" College with portable laptop computers and wireless internet access all over College.

## English - no problem!

As most Danes speak English, you will find it easy to live in Denmark even though you do not speak any Danish. Approximately 80% of the population speaks English and many speak French, German or Spanish. When you go shopping, use public transportation and visit official buildings etc. you will find that you can manage well by using English. Furthermore, foreign films are in their original version, having Danish subtitles – in cinema as well as on television.

## A safe and modern society

Denmark is today a modern welfare society and has virtually abolished social classes and the differences between rich and poor are small.

Foreigners who have visited Denmark often mention security and safety as the country's most distinctive features. Children walk to school on their own. It is not uncommon to see ministers riding their bikes in Copenhagen. Even the Queen can go shopping with a minimum of security. This image of the safe environment is confirmed by the statistics, which show that Denmark has one of the lowest crime rates in the world.

## About Roskilde city

Roskilde is the perfect choice if you want to live in a modern and bustling city close to Copenhagen, the capital of Denmark. Roskilde is very centrally situated and only 30 km from Copenhagen (app. 25 minutes by train). The city is modern and has more than 52,000 inhabitants, and its charming market town atmosphere is much appreciated by the people of Roskilde and visitors alike.

Roskilde is well known for Roskilde Cathedral - where all the Danish kings and queens are buried. The Viking Ship Museum and Lejre Experimental Centre – where animals, nature and fascinating prehistoric houses bring the past alive in one of Denmark's most beautiful and fabled landscapes.

Today, Roskilde is further reputable for its annual rock festival and cattle show. However, it is also a charming shopping town with a stimulating culture, nightlife and a business community that support its educational institutions. Roskilde has many educational institutions, and the diversity of these creates a young, active and lively environment.

For more information please visit: [www.visitroskilde.com](http://www.visitroskilde.com)

## About Copenhagen

History and culture, shopping and dining, films, arts and nightlife – as the capital city of Denmark, Copenhagen has a variety of offers no matter what your interests are.

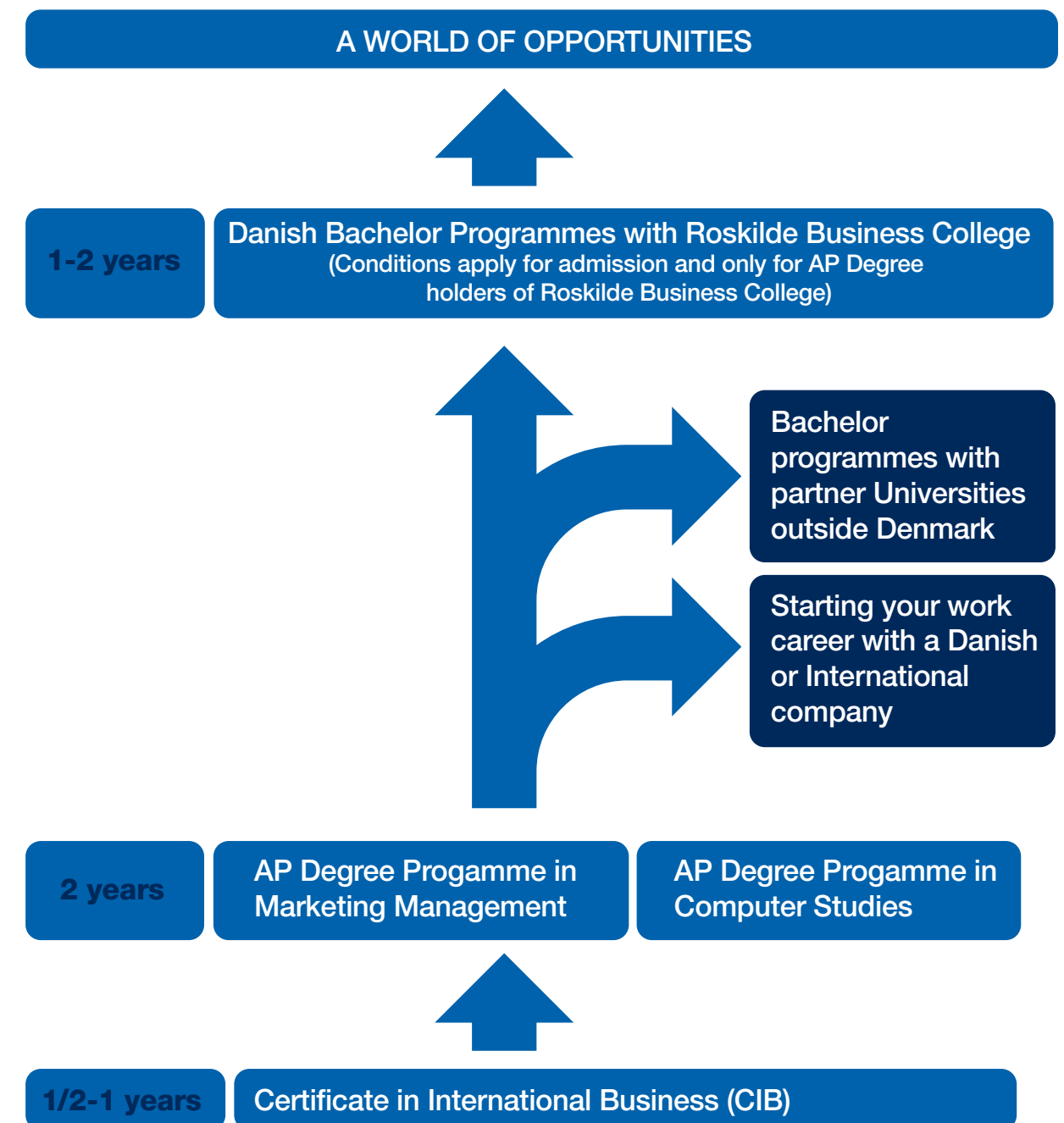
Copenhagen is mostly known for the Little Mermaid, the pleasure garden Tivoli and the many great shopping opportunities. But Copenhagen is much more than that; visit e.g. the new Opera, one of the most modern opera houses in the world, or the small cafés, restaurants and shops in the local areas.

For more information please visit: [www.wonderfulcopenhagen.com](http://www.wonderfulcopenhagen.com)



The programme structure of Roskilde Business College is illustrated below. The structure reflects both the flexibility of the programmes as well as academic future pro-

spects when joining the college. The programmes are elaborated on the following pages regarding contents, syllabus, admission criteria and how to apply.





# Certificate in International Business (CIB)

The Certificate in International Business (CIB) is a one-year preparation course in International Business tailored for non-European students.

The objective of CIB is to give students a basic insight into the business world thus enabling successful students to further their studies at our institution for higher education and furthermore enhancing their career opportunities.

The course is a full-time college preparation course qualifying students to pursue higher education in Denmark and is completed with examinations in all subjects. Students who demonstrate and prove excellent study performance and high motivation at the CIB programme have the possibility of being qualified by the college to start their chosen AP Degree Programme after only half a year of study.

The programme also offers general knowledge of western economics and culture, an introduction to the Scandinavian learning and study techniques and an improved ability of using English as a study language. Students learn basic Danish language in order to make the students' everyday life in Denmark easier.

The subjects taught on the course are:

- Business English
- International Marketing
- Accounting and Business Economics
- Macro Economics
- Information Technology / Computer Science
- Cross Cultural Relations
- Danish language
- Study Technique
- Mathematics for business

A different learning experience! Active, responsible and independent students

When you start the course, you will be introduced to **new ways of studying and learning**. Besides traditional lessons, we will introduce you to **group work, case work and interdisciplinary/cross-curricular work**, which is essential when you study in Denmark. When you work in groups or pairs, the teacher works as your consultant. You and the group will also have to make **presentations in class**.

We emphasise interdisciplinary studies in order to show you how the subjects concur.

You will attend approx. 25-30 lessons per week and homework is necessary. It is your responsibility to attend all lessons and to hand in all written papers in due time. You must do your homework every day if you want to complete the course with a satisfactory result. The teachers expect you to prepare for every lesson, be there on time, and to participate actively. As a result of our various ways of working, we hope to enable you to take responsibility for your own studies.

There will be written tests during the year and the final exams will be carried out in June. After successful completion of the entire course, you will receive the CIB Certificate. After each semester, students have to sit for the mid-term-exams.

## Opportunities for further education

Following CIB we offer you the opportunity to continue studying either the AP Degree Programme in Marketing Management or the AP Degree Programme in Computer Science, followed by an opportunity to study 1 – 2 year further in order to achieve a bachelor degree.

## Admission - Certificate in International Business (CIB)

Following qualifications are required:

- A senior high school/upper secondary graduate diploma (minimum 12 years of education) with satisfactory score.
- English level equal to IELTS 4.0/TOFEL 500 or passing the Roskilde Business College English placement test with satisfactory result.

(Representatives of Roskilde Business College test international students at different locations in different countries on a regular basis. Please check with our local representatives.)

Students who can not qualify for the CIB programme due to English qualifications is recommended to join an English Language Programme with our collaborating partner Baaring Folk High School in Denmark. Their course 'Language and Culture' will help you to improve your English skills to the level needed for meeting the required qualifications for CIB. If you pass the test at the end of the course you will automatically be admitted to the CIB programme at Roskilde Business College.

At the Language and Culture course you will also have an introduction to Danish Society, culture and the study environment as well as you will learn about intercultural communication in a multi-cultural environment, which will help you in your further studies in Denmark as well as further on.

For further information please ask the person/representative of Roskilde Business College or contact Baaring Folk High School directly at [info@baaringhoejskole.dk](mailto:info@baaringhoejskole.dk) or visit their website at [www.baaringhoejskole.dk](http://www.baaringhoejskole.dk).





# AP Degree Programme in Marketing Management

Business Excellence in the 21st Century requires people who are well-informed about the complexity of exchanging goods and services, up-to-date know-how in Economics, Linguistics, Law, Culture and the business environment. Further the ability to establish business contacts and networks, and credibility.

The AP Degree Programme in Marketing Management is aimed at both Danish and International students and has a duration of 22 months. English is the working language as all classes are taught in English. Information technology is further integrated in all classes/subjects and study activities. The programme is a study of international communication and marketing, culture, business economy, analysis and international trade that qualifies you to take on a job within marketing, export, sales, purchasing, logistics, project management, or to launch your own business.

Are you pursuing an international career within business?

Then the AP Degree Programme in Marketing Management would be an excellent choice to kick-start your career goals. The Degree obtained from Roskilde Business College – the Academy of Applied Sciences - qualifies you to start your business career as e.g. a marketing co-ordinator, a sales consultant, export, sales or purchasing assistant, information assistant, advertising consultant or a trainee. You will both have the academic insight as well as practical experience for being successful and the basis for further advancements to e.g. marketing manager, production manager, sales manager, export mana-

ger, purchasing manager, store manager, information manager, or stipendiary exporter.

If you have an innovative spirit and entrepreneurial personality then the programme also might be your way to gain insight and qualifications for starting your own business adventure.

Accreditation and opportunities for further education

The AP Degree in Marketing Management provides access to bachelor programmes (and master) at a range of universities and business schools in Denmark, where you will be able to acquire a Bachelor's degree in 1 to 1½ years. Besides Danish universities you also have a wide range of possibilities for further education in other countries, especially in Europe, since the programme is ECTS accredited. You have to observe the VISA regulations of the country of your interest since you will subject to those.

Programme information

The syllabus and learning objectives of the programme are based on research into future demands of business and industry for staff with an international profile, good language skills and a broad foundation in economics with a special view on solving marketing assignments. You will gain thorough insight into international trade and economics, micro- and macro economics, international communication and marketing and project management. The purpose of the programme is to qualify the students to work independently with analysis, planning and implementation of domestic and international marketing activities within trade, production and service industries. The programme is flexible and you can compose your own unique competence profile.

**Syllabus:**

The 2-year-programme comprises 22 months and is divided into four seme-

sters. During the first three semesters the education programme consists of compulsory subjects and elective subjects. The fourth semester is the specialisation subject. The fourth semester combines know-how gained from the first three semesters in the form of a dissertation, which is to be made in close collaboration with a company, either in Denmark or abroad.

## ECTS Information Packages and Diploma Supplements

To facilitate academic recognition of higher education studies in Europe, the European Credit Transfer System (ECTS) has been developed. One semester equals 30 ECTS credits. Roskilde Business College participates in this credit transfer system and has consequently developed ECTS packages for our higher education programmes (AP Degree programmes). The ECTS Information Packages contain a detailed description in English of the AP Degree programmes offered by the Academy of Applied Sciences at Roskilde Business College as well as a student handbook with practical information on the College and Roskilde/Copenhagen. The full ECTS package is available on [www.rhs.dk](http://www.rhs.dk). Please visit for further details on Syllabus, subjects and programme structure. Another result of EU co-operation is the diploma supplement. For each of the AP Degree programmes a supplement in English is issued free of charge to every student upon graduation. The purpose of the supplement is to provide a description of the nature, level, context, content and status of the studies successfully completed by the individual named on the original qualification to which the supplement is appended.





Business College is just the thing if you want to keep your options for the future open – with an eye to other countries!

"I like going to Roskilde Business College. The subjects are exiting and socially relevant, and the optional sub-

jects are so varied that everyone has the chance to choose just what they're interested in. The college prepares you for the real global world outside, and you learn to work independently and in groups with other people with different cultural backgrounds. But it's not just hard work. The College also arranges talks, excursions and parties" says one student attending Roskilde Business College.

## Compulsory subjects:

The compulsory subjects on the programme are:

### **International Marketing (17 ECTS credits)**

You will learn to analyse, plan, and implement marketing assignments. Principles will be tested and applied through cases and exercises that involve the collection and processing of information, the evaluation and selection of markets, and the design of marketing plans.

**"Information technology is integrated in all subjects and activities."**

### **Project Management, Organisation and Supply Chain Management (14 ECTS credits)**

You will analyse corporate strategies, organisational and logistic systems and study management principles, job functions and company processes. This subject will also provide guidelines and practical training in project management.

### **International Business Law (10 ECTS credits)**

You will study business law in relation to international business and legal aspects of marketing and trade. Rules and regulations applying to contracts, the buying and selling of goods, product liability, marketing and competition are included as well.

### **Financial Management (9 ECTS credits)**

Core issues are corporate economic problems and decision processes. You will use basic models and methods of collecting, processing and presenting economic data. Case studies will offer you the opportunity to analyse and assess budgets and investments.

### **Global Economics and Development (12 ECTS credits)**

You will study economic theory and methodology to be applied through cases and assignments that focus on national

and international micro-economic activities of importance to market evaluation. Statistical tools serve to describe macro-economic indices, including demographic, environmental and social factors.

### **Global Communication (English, Cultural Analysis, Culture & Communication) (14 ECTS credits)**

You will study and practice written and oral Business English. Communication and cross-cultural principles are applied and personal growth, teambuilding, meeting, presentation and negotiation sessions are held. This section will include how to behave at international meetings, how to negotiate, and how to prepare and deliver presentations.

### **Design (6 ECTS credits)**

The planning and implementation of marketing activities involve design aspects. You will study how important art and aesthetics are to the identity of people and organisations. You will analyse design programmes, products, packaging, and company communication.

## Electives:

Besides the compulsory subjects, elective subjects contribute to the creation of your educational profile. Depending on your choice of subjects, you will become entitled to enrolment at other institutions of higher education institutions, domestically and abroad. Two of the following subjects must be elected (elective subjects must constitute 15 ECTS credits):

### **Business Economics, Investment and Finance (5 ECTS credits)**

You will work with business economics models and analytical tools. Case studies include the analysis of corporate investments, financial needs and market parameters (demand, competition, production, costs, etc.)

### **Theoretical Statistics (10 ECTS credits)**

Main focus is on the use of statistics in

marketing and economics analyses. You will analyse basic statistical problems and employ statistical tools for sales and marketing.

### **Personal Selling and Sales Management (10 ECTS credits)**

You will learn and acquire skills to do independent planning, organisation and implementation of concrete sales assignments in a global market, together with managerial aspects of managing sales and the sales function/organisation.

### **Entrepreneurship (5 ECTS credits)**

Through team-work you will acquire skills for and practice in making, assessing and presenting a business plan. Furthermore, you acquire skills for and practice in making an assessment based on assumptions of the conditions of innovation and innovation activities in a company.

*Please note that you have to choose Business Economics AND Theoretical Statistics to be sure to be enrolled at certain further education institutions in Denmark*

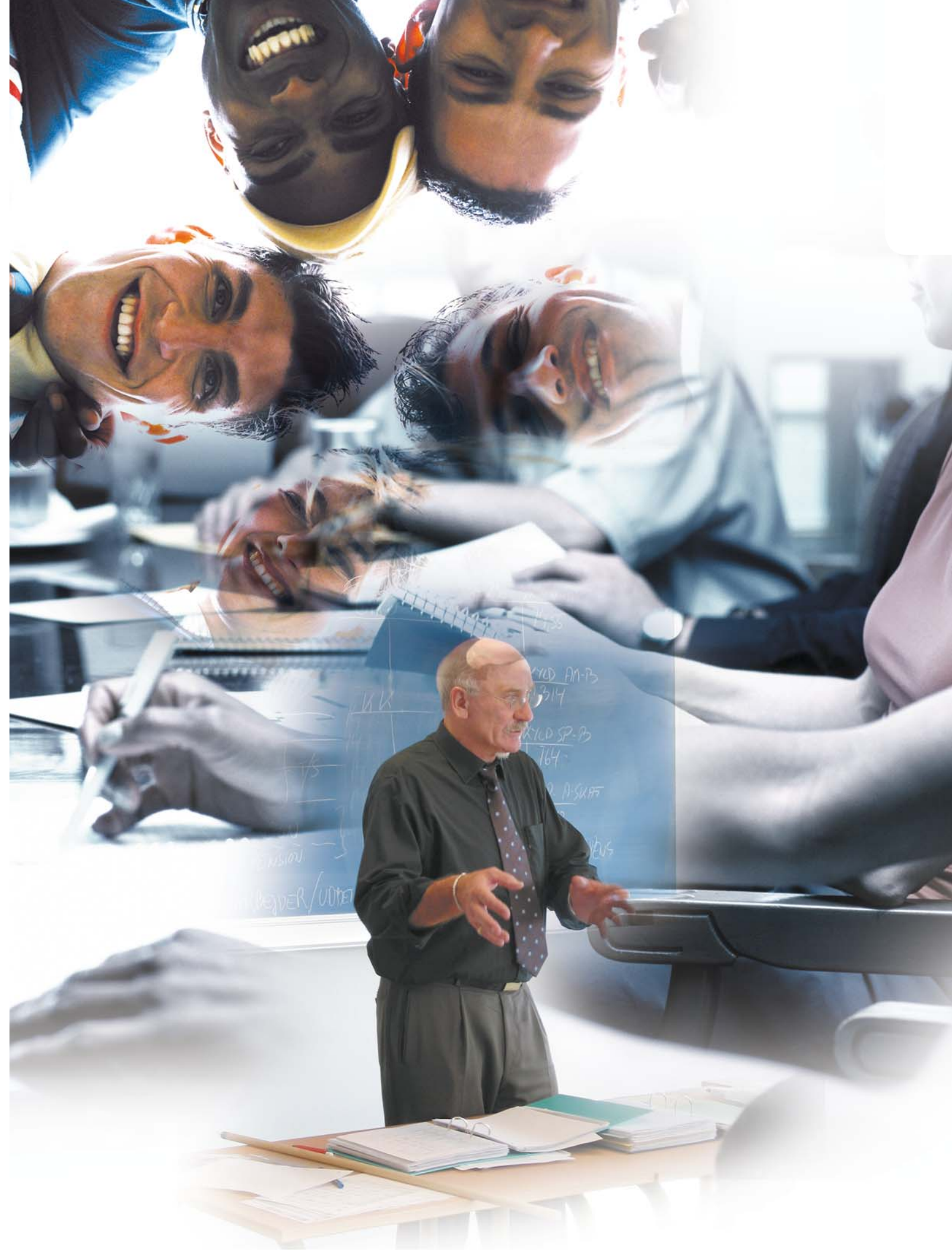
### **Specialisation subject (10 ECTS credits):**

This gives you the opportunity to individualize your profile. Your specialisation subject will be composed of a 2 months' placement with a domestic or foreign company or alternatively a fictive company case.

There are minimum requirements as to the extent of activity and output, which is subject to prior approval by the college.

### **Dissertation (15 ECTS credits):**

The dissertation concludes the programme and is a major written paper/project, where students have to solve a practical and interdisciplinary problem. The student may work alone or in a group (with a maximum of 3 students).





# AP Degree Programme in Advanced Computer Studies (Datamatician Programme)

The AP Degree Programme in Advanced Computer Studies is developed on the basis of demands from the business sector for academic and skilled key personnel to be in charge of IT tasks and the IT development of business enterprises in the private sector as well as in the public sector.

The Academy Profession (AP) Degree Programme in Advanced Computer Studies is a full-time academic study programme taught in English and with duration of 2 years and 3 months. The programme provides students with a broad profile within IT with the possibility of specialization and you will learn about computer methodology and concepts, business organisation, economics, production management and environmental conditions. The focus of the programme is programming and system-development.

On completing your education you will be in a position to develop, update and maintain IT-systems on your own initiative, both in public institutions and within companies.

## Special feature of Roskilde Business College

Graduates of The Academy Profession (AP) Degree Programme in Advanced Computer Studies at Roskilde Business College distinguish themselves by their profound knowledge of business affairs in the IT area, their skills in mastering all phases of system development, and their excellent programming skills.

In addition to academic and professional qualifications we emphasise:

- Independence and good interactive skills

- The ability to do project work and to be focused on achieving results
- Interdisciplinary and holistic learning processes
- The ability to communicate results
- Being quality-conscious in your studies, learning and development.

## Are you pursuing a career within the IT Industry?

What will you be doing in 2 years and three months? The Programme at Roskilde Business College qualifies you for a versatile job within the IT industry created on the basis of demands from the business sector. You may be working with information technology with an international company. You may work with system development and programming. You could be handling multimedia within the media or advertising industry or doing web design and e-commerce. Your professional IT skills will enable you to take up many exciting challenges within the IT area.

## Accreditation and opportunities for further education

Holders of an AP Degree in Advanced Computer Studies also have a very strong academic and practical IT background if they want to continue studying a Bachelor's Degree in Advanced Computer Studies (BSc) in Denmark or abroad. As a norm one year of full time study is equivalent to 60 credits in the European Credit Transfer System (ECTS). In total the AP Degree Programme in Advanced Computer Studies is equivalent to 135 ECTS credits. At most universities in Denmark you will be able to obtain a Bachelor's degree in Advanced Computer Studies (BSc) within 1 to 2 years holding the AP Degree. You also have a wide range of possibilities for further education in other countries, especially in Europe, since the programme is ECTS accredited. You have to observe the VISA regulations of the country of your interest since you will subject to those.

## Programme information

Academy Profession (AP) Degree Programme in Advanced Computer Studies combines theory with practical problem issues and provides relevant job qualifications.

You will gain a thorough insight into computer methodology and concepts, business organisation, economics, production management, and environmental conditions concerning businesses.

On completing the course you will be in a position to develop, update and maintain IT-systems on your own initiative, both in public institutions and within companies.

## Syllabus:

The education programme comprises 27 months and the programme is divided into five semesters. The programme consists of a compulsory part, an elective part and the final examination project.

“Not only for computer freaks – and not only for men!”

The AP Degree Programme in Advanced Computer Studies is an all-round IT Programme, where a very narrow technical IT perspective is not sufficient. Experience shows that you need not be a computer freak to do well in the programme. You just have to be interested in working with IT and be able to put IT applications into a broad business perspective.





**Compulsory Subjects (115 ECTS credits)**

The compulsory subjects on the programme are divided into four subject areas, which are:

**Systems Development (30 ECTS credits)**

You will be qualified to carry out the development, maintenance and integration of different types of IT systems on a systematic basis using up-to-date methods and system development tools.

Subjects:

- Software Design
- Systems Development
- Methods

**Programming (40 ECTS credits)**

You will be qualified to design, implement and maintain IT systems for different types of platforms using up-to-date technologies and development tools.

Subjects:

- Software Construction
- Software Architecture and Distributed Programs

**Technology (20 ECTS credits)**

You will be qualified to contribute to the selection and usage of technology in connection with systems development and programming of different types of IT systems and you will obtain knowledge of technological aspects.

Subjects:

- Computer Architecture and Operating Systems
- Computer Network and Distributed Systems

**Business (10 ECTS credits)**

You will obtain an understanding of business and you will be qualified to include relevant business aspects in connection with development, maintenance and integration of IT-systems in various types of organisations.

Subjects:

- Information Technology within organisations

**The Elective Part (20 ECTS credits)**

You will get the opportunity of individually

profiling your education through specialisation courses and the analysis of themes – chosen by you – which broadly relate to the IT area. Existing specialisation courses are revised and new courses developed on a regular basis. At present (2006), you may specialise within e.g.:

- Mobile programming and Web programming
- Systems Development and Programming
- Network Administration and IT Safety
- Multi-media development and IT strategy
- You may attend the International line, doing a short-term study abroad.

**The Final Examination (15 ECTS)**

In the Final Examination Project the student must document his or her capability of carrying out a solution to a complex and practical problem relating to a specific task within the IT area, using an analytical and methodological basis. The Final Examination Project is made in co-operation with a company.

## Admission - AP Degree in Marketing Management and AP Degree in Advanced Computer Studies

**Educational background**

Secondary School leaving Certificate, and a professional trade education within business or:

Senior Secondary School leaving certificate + 1-2 years' relevant studies at university level or the Roskilde Business College preparation course (CIB)

**Practical experience**

Work experience from the business related area is desirable.

**English**

**If applying directly** the following scores are needed:

A IELTS academic score of 6.0+.

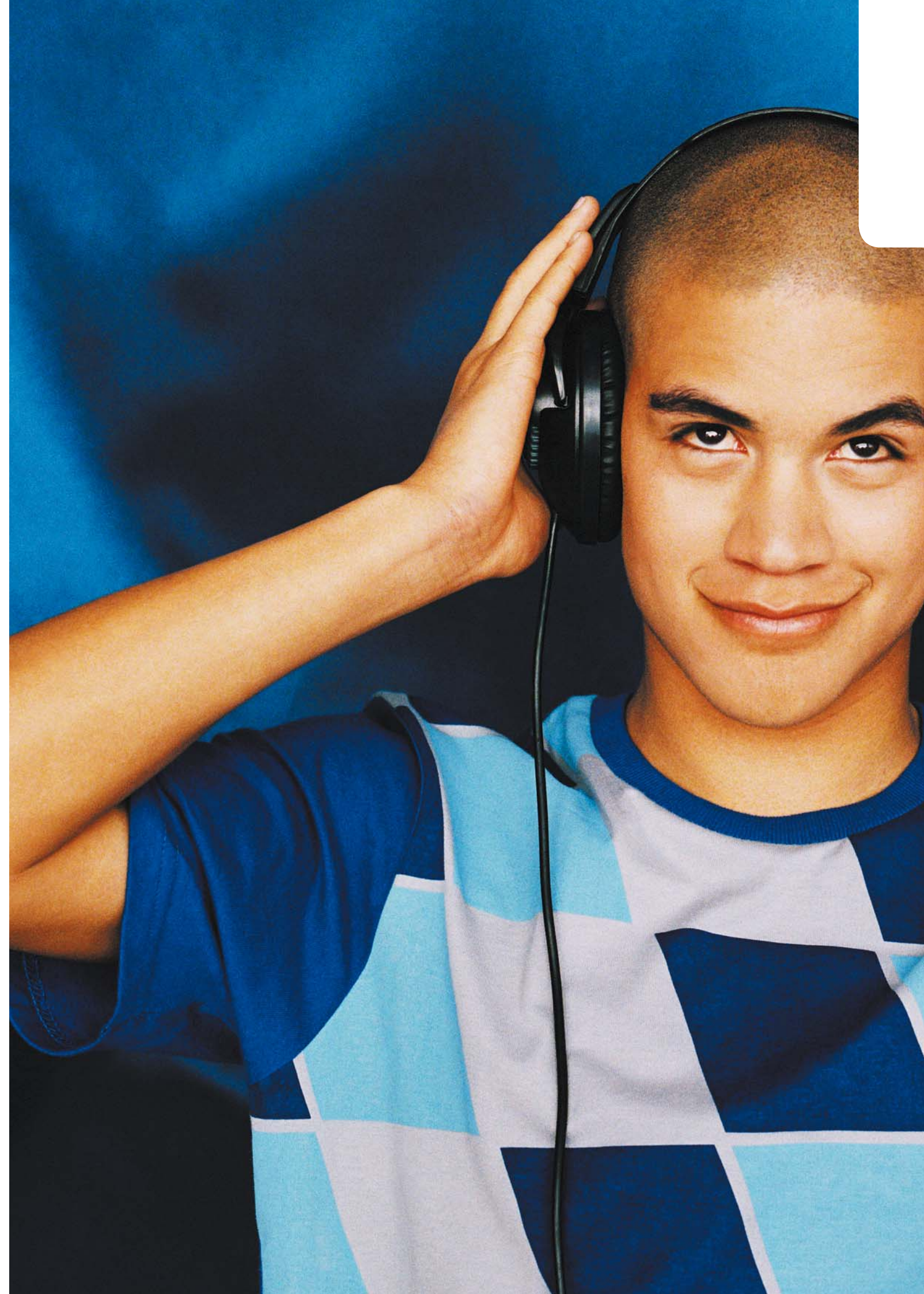
You need to send **an original copy** of your IELTS test score together with your application when you apply for admission to the programme.

**If applying through one of our local representatives:**

You must pass the Roskilde Business College English placement test and personal interview with a satisfactory result. Representatives of Roskilde Business College test international students at different locations in different countries on a regular basis. Please check our website [www.rhs.dk](http://www.rhs.dk) => English => Representatives for partners in your country. If we don't have a local representative in your country of residence please contact us for alternative options.

**Mathematics**

Advanced level (equivalent to the Danish B-level) or a foreign equivalent thereof is required. Five main areas must have been thoroughly covered: Numbers, Geometry, Functions, Differential Calculus and Statistics and Probability.





# Bachelor Degree Programmes

(Conditions apply and only open for admission for AP Degree holders from Roskilde Business College)



After graduation from the AP Degree Programmes students joining Roskilde Business College have the possibility to continue their studies in Denmark for a Bachelor degree.

Since all AP Degree Programmes are ECTS accredited you will be able to pursue and obtain a Bachelor's degree at most Universities in Denmark within 1 to 2 years. You also have a wide range of possibilities for further education in other countries, especially in Europe, since the programme is ECTS accredited. You have to observe the VISA regulations of the country of your interest since you will be subject to those.

At **Roskilde Business College** we recommend students to join one of the programmes that are offered by SDU – University of Southern Denmark ([www.sdu.dk](http://www.sdu.dk)).

There is no tuition fee for Danish, European (EU/EEC) students. Non-European students have to pay the full fee which amount EUR 9,400 (1½ years) to EUR 16,100 (two years) for the full programme (2006).

Besides the options for pursuing a bachelor degree programme with the University of Southern Denmark you further have the option and possibility to join programmes at institutions outside Denmark. Roskilde has an extensive network of partner institutions that offer AP degree holders admission for top-up bachelor studies. You have to observe the visa regulations and requirements of the country you wish to study in. For further information on top-up bachelor programmes in Denmark please visit:

**University of Southern Denmark**, [www.sdu.dk](http://www.sdu.dk)

**Aalborg University**, [www.auc.dk](http://www.auc.dk)

**Aarhus University**, [www.au.dk](http://www.au.dk)

**Roskilde University**, [www.ruc.dk](http://www.ruc.dk)

**Engineering College of Copenhagen**, [www.ihk.dk](http://www.ihk.dk)

For further information on top-up bachelor programmes outside Denmark please contact our student counsellors on:

AP Degree in Marketing Management: Ms. Lene Just, [lj@rhs.dk](mailto:lj@rhs.dk)

AP Degree in Advanced Computer Studies: Ms. Vibeke Sandau, [vibekes@rhs.dk](mailto:vibekes@rhs.dk)



# Tuition fees, Finance and how to apply

## Fees and Finance

### Certificate in International Business (CIB)

The tuition fee will be DKK 65,000 (2007). The tuition fee includes books but does not include living expenses (accommodation, food or local transportation). The present living expenses for the average student in Denmark is estimated to approximately DKK 5,000 per month. The full fee must be prepaid before joining the programme.

### AP Degree Programmes in Marketing Management and Advanced Computer Studies

There is no tuition fee for Danish, Scandinavian and EU/EEC citizens. However, students must anticipate expenses towards study materials, including books, photocopying, field trips and trips abroad. For a full-time student these expenses are approximately DKK 2000 - 4000 per semester.

Other international students (non-European) must pay the full fee to enter the programme. The tuition fee for each academic year is DKK 65,000 (2007). The course fee does not include living expenses (accommodation, food or local transportation). **Students pay all costs themselves including books, study materials, field trips and trips abroad.** These expenses are approx. DKK 4,000 (2007) per semester. Joining the programme the full fee for one year must be prepaid. The following semesters are prepaid in instalments, normally per semester.

We **strongly advise** international students not to apply for studying in Denmark if they must rely 100% on the money they can make through a part-time job in Denmark. **Living costs in Denmark are so high that it will be very difficult to live if you don't have financial support from your home/family.**

## How to apply

Roskilde Business College has intake for all programmes 2 times each year – in February and in September.

### For international students (non-EU/EEC citizens) not living in Denmark already:

You can **apply directly** if you hold an original IELTS test certificate you can apply directly for admission to one of our programmes. All copies enclosed to your application must be official confirmed copies. Download the application form from our website [www.rhs.dk](http://www.rhs.dk) => English => Downloads. Fill in the application form and apply via e-mail, fax or regular post to:

**For the February intake please apply before the 1st December. For the September intake please apply before 1st June.**

### If applying for the Certificate in International Business (CIB)

Roskilde Business College  
Att.: Ms. Birgit Munkvad, Student Counsellor  
Bakkesvinget 67  
DK – 4000 Roskilde  
Fax: (+45) 8852 3209  
[bm@rhs.dk](mailto:bm@rhs.dk)

### If applying for the AP Degree in Marketing Management

Roskilde Business College  
Att.: Ms. Lene Just, Student Counsellor  
Bakkesvinget 67  
DK- 4000 Roskilde  
Fax: (+45) 8852 3209  
[lj@rhs.dk](mailto:lj@rhs.dk)

### If applying for the AP Degree in Advanced Computer Studies

Roskilde Business College  
Att.: Ms. Vibeke Sandau, Student Counsellor  
Bakkesvinget 67  
DK- 4000 Roskilde  
Fax: (+45) 8852 3209  
[vibekes@rhs.dk](mailto:vibekes@rhs.dk)

Applicants who **do not hold a IELTS test certificate** are recommended to apply through one of our Agencies or Representations in the country where you live (please observe that you will be charged a "service fee"). Download the application form from our website [www.rhs.dk](http://www.rhs.dk) => English => Downloads. Fill

in the application form and contact the Agency/Representation nearest to your home. All copies enclosed to your application must be official confirmed copies. For Agencies/representations please visit [www.rhs.dk](http://www.rhs.dk) => English => Representations for contact information and details.

If you live in a country where we do not have any local Agency/Representation then please apply directly to us. Download the application form from our website [www.rhs.dk](http://www.rhs.dk) => English => Downloads. All copies enclosed to your application must be official confirmed copies. Fill in the application form and apply via e-mail, fax or regular post to: (see above according to the programme you apply for).

### International students (non-EU/EEC citizens) living in Denmark already:

Please download the application form from our website [www.rhs.dk](http://www.rhs.dk) => English => Downloads. Fill in the application form and e-mail or post it to: (see above according to the programme you apply for). Please observe deadlines for handing in your application (see above)

If you are entitled to Danish SU then please apply as European Students (EU/EEC citizens). See details below.

### Enrolment procedure for European Students (EU/EEC citizens)

All applicants must use the KOT form, which can be downloaded from [www.optagelse.dk](http://www.optagelse.dk) in Danish or in English. Applicants, who have already finished General Certificate A level in Denmark (studentereksamen, HHX, HF or HTX), have the possibility of applying by March 15 and by July 5. Applicants, who finish above exams in June, must apply no later than July 5. Applicants without a Danish entrance examination must apply before March 15 in the year of enrolment.

For the February intake please apply before 1st December.



# Student testimonials

Carine Biha; Burundi; Africa: "One of the things I really liked about Roskilde Business College is the social life with the other students and the teachers/professors, who I found very relaxed and helpful, also outside the lessons. I think this can only be encountered in Roskilde."

Carine studied for an AP Degree and chose to top-up her AP Degree with a Bachelor Degree in SW-Engineering from Anglia Ruskin University, U.K. Carine now holds the position as a programmer in the company ScanWeb, Copenhagen, Denmark, developing billing systems for international telephone enterprises.

Zheng Zhao; Shanghai: "I found the study so different from a Chinese study that it is very hard to believe and explain to others. The most important thing I learned at Roskilde Business College was the European way of thinking and solving problems in project teams. It was great and you can only learn that in Roskilde!"

Zheng studied for an AP Degree and returned to her home city where she immediately got a job as business secretary for Double Dragon Int, Ltd.Co. Zheng now also holds a position as business officer for the company Heka, Denmark, handling the communication between Heka and it's Chinese partners.

Ramunas Laucius; Vilnius; Lithuania: "I, as many other Lithuanians, enjoyed to study in Roskilde. Besides the advanced subjects the most important thing I learned was how to structure, write and present various topics. It was new to me and I think you can only learn that in Roskilde."

Ramunas studied for an AP Degree and continued to study the Bachelor degree in Information Technology Science at Vilnius University. Ramunas is now studying the Master degree in Computer Science at Vilnius University.

Jelena Frolova; Lithuania: "The international environment gave me the opportunity of meeting a lot of people from different countries. Co-operating with students with different cultural backgrounds is fun as well as hard. At Roskilde Business College I have learned how to deal with the problems and challenges that can occur when doing international business."

Jiajia Zhang; China: "At Roskilde Business College I really have learned how to use the theories in practice by doing group work and presentations".

Jiajia studies at the moment for her AP Degree. After finishing her studies she wishes to work with a Danish company and help them establish a business in the Chinese market

Irene Nyaboke; Kenya; Africa: "The AP Degree programme has given me an in depth understanding of the different features involved in marketing. The broad variety of different subjects that we covered has enabled me to make up my mind about what areas I want to specialise in, in my future studies. I have to say that the different nationalities that were represented in our class gave valuable lessons in appreciating foreign cultures".



Carine dancing at Christmas party together with student fellow Liliane Kayihura.



Zheng visiting botanic garden.



Ramunas having a good time with student fellow Valda Tolvaisaite.





# Practical information

## Visa and entry information Non-European students

International students from countries outside Scandinavia and the EU/EEC countries must apply for a residence permit before leaving for Denmark. Application for a residence permit must be submitted to the Danish Embassy or Consulate in the student's home country, and it should be presented at the Embassy/Consulate as soon as the applicant has received the Admission Notice from the College. **Be aware of the fact that it takes at least three months to obtain a residence permit.**

The applicants must apply in person and will normally be called for an interview with the Embassy. When you apply you are required to present the following documents from the College:

1. Admission notice from Roskilde Business College – **must be the original notice – not a copy!**
2. Receipt and confirmation of full payment of tuition fee or payment of the required deposit to Roskilde Business College. You will receive a receipt from us when your payment has arrived in the bank account of Roskilde Business College.

Students who are admitted to higher education in Denmark (**AP Degree**) are **not required** to present any financial documentation showing that he/she has the financial means to support his/her stay in Denmark.

Students who are admitted for the foundation course (**CIB**) must prove that he/she has the financial means to support his/her stay in Denmark. If the student has prepaid the full tuition fee then this means a bank document/certificate of DKK 50,000. If only half tuition is prepaid the bank document/certificate must be of DKK 82,500.

Further information on Immigration rules

and procedures can be found on the webpage of your local Danish Embassy [www.um.dk/en](http://www.um.dk/en) or on the webpage of Danish Immigration [www.nyidanmark.dk/en-us](http://www.nyidanmark.dk/en-us).

## European (EU/EEC) Students

International students from countries in Scandinavia and the EU/EEC apply for their EU/EEC residence certificate (residence permit) **upon arrival** in Denmark. Application for the residence certificate must be submitted to the regional state administration. (Danish: Statsforvaltningen).

(in Roskilde)  
Statsforvaltningen Sjælland  
Afdelingskontoret Roskilde  
Algade 12, 3  
DK- 4000 Roskilde

Further information can be found on the webpage of the regional state administration, [www.statsforvaltning.dk/site.aspx?p=1826](http://www.statsforvaltning.dk/site.aspx?p=1826) or alternatively on the webpage of Danish Immigration, [www.nyidanmark.dk/en-us](http://www.nyidanmark.dk/en-us).

## Residence Permit (study visa)

The residence permit for CIB students will be issued for the duration of one year. When you graduate from the programme you must renew your residence permit according to the higher education programme you have chosen (see below). The residence permit comes with a part time work permit.

The residence permit for AP Degree students will be issued for the full duration of the programme enrolled in. The residence permit comes with a part time work permit.

When you graduate from the AP Degree programme you can extend your resi-

dence permit (stay in Denmark) for further 6 month to apply for a full time job. For graduates, Denmark, is also making it easier for students to stay after graduation through a "Job Card Scheme" (Green Card). Since rules may change please stay updated on [www.nyidanmark.dk/en-us](http://www.nyidanmark.dk/en-us).

## Living conditions and living in Denmark

Many international students – especially Non-European students – will find that Denmark is a very expensive place to live. The present living expenses for the average student in Denmark are estimated to approximately DKK 5,000 per month.

(1 Euro = app. 7,50 DKK.  
1 US\$ = app. 5,75 DKK)

Prices can vary considerably, depending on where you live and where you shop. The capital Copenhagen is more expensive than Roskilde. The following might give you some idea of the living costs:

Approximate prices for typical groceries  
**Milk:** 5-8 DKK (1 litre)  
**A loaf of bread:** 8-16 DKK  
**Butter:** 8-15 DKK for a package with 250 g  
**Margarine:** app. 5 DKK for a package with 500 g  
**Eggs:** app. 12 DKK for a package with six eggs  
**Rice:** 6-42 DKK a kg  
**Pasta:** 5-46 DKK a kg  
**Cheese:** 30 DKK a kg and upwards  
**Lamb:** 60-150 DKK a kg  
**Beef:** 35-145 DKK a kg  
**Pork:** 30-100 DKK a kg  
**Chicken/turkey:** 30-100 DKK a kg  
**Cigarettes:** 35 DKK a package

The average budget per month could approximately be as follows:

**Student accommodation:**  
1.900-2.500 DKK

**Food and other necessities:**  
1.700-2.400 DKK.

**Telephone:** 200 DKK.

**Leisure:** 500-1.500 DKK.

**Total:** 4.800-6,000 DKK =  
app. 645-800 Euro.

## Work

Students at Higher Educational programmes and the CIB programme are normally allowed to work 15 hours a week after school hours (full time work during the summer holiday). The salary for student jobs is approximately DKK 80-100 per hour.

We **strongly advise** international students not to apply for studying in Denmark if they must rely 100% on the money they can make through a part-time job. **Living costs in Denmark are so high that it will be very difficult to live if you don't have financial support from your home/family.**

The College cannot assist students in finding a part-time work. Neither can we be responsible or guarantee that a student can find a part time job. In general the possibilities of finding a part-time job are favourable and students normally work within the service industry, e.g. at hotels, within cleaning or handing out newspapers etc. You must pay income tax of the income earned in Denmark, app. 40%.

## Accommodation

Finding a cheap place to live is difficult and normally takes time.

Roskilde Business College has no residential/accommodation facilities and in principle students have to make their own arrangements regarding board and

lodging. Normally we are able to assist students once – and once only – so that accommodation for a period of 3 – 6 month will be available upon arrival to Roskilde, Denmark. During that period you will have to find more permanent accommodation by yourself. There are a number of student halls of residence, and international students are eligible for rooms on equal terms with Danish students. However, there is a shortage, creating waiting lists of up to 6 month. Thus private accommodation could be an alternative.

In general, cost of **accommodation in Denmark is expensive** – up to 400-500 Euro a month. Below you find the various accommodation opportunities and their app. price:

- room in a residence hall (a "kollegium" in Danish), price 240-400 euro/month
- room in a private family's home, price 200-500 euro/month.
- apartment for rent - either on an individual basis or together with other students, prices vary considerably.

To contact and apply for student accommodation, please contact (only web based application and registration):

### *In the Roskilde area:*

Regionalindstillingsudvalget i Roskilde  
Parkvej 5  
DK-4000 Roskilde  
Telephone (+ 45) 46 36 22 02  
[iu@riu-roskilde.dk](mailto:iu@riu-roskilde.dk)  
[www.riu-roskilde.dk](http://www.riu-roskilde.dk)

### *In the Copenhagen area:*

Centralindstillingsudvalget  
H. C. Andersens Boulevard 13, 2.  
DK-1553 Copenhagen V  
Telephone (+ 45) 33 11 64 44  
[Info@ciu.dk](mailto:Info@ciu.dk)  
[www.ciu.dk](http://www.ciu.dk)

**Special conditions regarding accommodation will apply if you join Roskilde Business College as an "Erasmus" student from one of our European partner schools.**





For further information please  
visit: [www.rhs.dk](http://www.rhs.dk)

Or contact our local representative



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