Updated: November 2026

Course Terms and Conditions

Under the Danish universities Open Market for PhD Courses, participation in this course is free of charge for PhD students actively enrolled at participating Danish institutions:

1. **PhD Students from CBS:** Participation is free of charge for CBS PhD students who have not yet completed their 30 ECTS course requirement. Students who have already completed 30 ECTS through CBS PhD courses may register for additional CBS PhD courses upon payment of the applicable course fee.

2. **PhD Students from Danish institutions under the Open Market for PhD Courses:** Participation is free of charge for PhD students enrolled at Danish institutions participating in Open Market for PhD Courses.

3. **PhD Students from institutions outside the Open Market for PhD Courses:** PhD students from institutions not participating in the Open Market for PhD Courses, including international universities, are required to pay the applicable course fee. Payment must be made by credit card upon registration or by bank transfer no later than two weeks before the course starts. If payment is not received by the deadline, CBS reserves the right to cancel the registration and offer the place to another applicant.

Registration Deadline and Conditions

The registration deadline is 30 days before the course starts. Registration becomes binding upon acceptance to the course.

- Participants may withdraw their registration free of charge before receiving confirmation of acceptance, which will normally be issued shortly after the registration deadline, 30 days before the course starts.

- Following the registration deadline, CBS will assess whether sufficient registrations have been received for the course to proceed and allocate available seats if demand exceeds capacity.

- If seats remain available, registration may be extended. Registrations submitted after the original deadline will also become binding upon acceptance.

- If applications exceed the number of available seats, admission will be based on a first-come, first-served basis or, where applicable, an assessment of the motivation submitted with the application, subject to the applicable order of priority.

Cancellation Policy

- **Cancellation before acceptance:** Participants may withdraw their registration free of charge before receiving confirmation of acceptance, which will normally be issued shortly after the registration deadline, 30 days before the course starts.
- **Cancellation after acceptance:** Once confirmation of acceptance has been issued, registration becomes binding. Any subsequent cancellation will result in the full course fee being charged.

- **Attendance and mandatory course activities:** A minimum attendance rate of 80% is required. Failure to meet this requirement or to complete mandatory course activities, including assignments, examinations or other required coursework, will result in the full course fee being charged.

- **No-show:** Failure to attend the course without prior cancellation will result in the full course fee being charged

Course Fee Procedures

In the event of cancellation after acceptance, insufficient attendance, failure to complete mandatory course activities or no-show, the following payment procedures apply:

1. **PhD Students from CBS:** The full course fee will be deducted from the student's individual PhD travel budget. If insufficient funds are available, a credit card payment link will be provided for direct payment.

2. **PhD Students from Danish institutions in the Open Market for PhD Courses:** The full course fee will be charged to the student's home institution via electronic invoice (EAN).

3. **PhD Students from institutions outside the Open Market for PhD Courses:** Course fees are non-refundable in the event of cancellation after acceptance or non-attendance, regardless of the reason.

Cancellation by CBS

In the unlikely event that CBS cancels the course, any course fees already paid will be refunded in full.

Illness or Other Unforeseen Circumstances

In the event of illness or other unforeseen circumstances preventing attendance, participants must notify both the course coordinator and the course administrator **no later than 08:30 on the day of the course**.

Course Diploma

Full attendance and completion of all mandatory course activities are required to receive a course diploma. Upon successful completion of the course, your diploma will be sent to the email address provided during registration.